

## Canvey Island Town Council - Risk Assessment

Dealing with COVID-19 in the workplace.

**COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.** As per the Business Continuity Plan agreed by the Council on the 11<sup>th</sup> January 2021 the office will remain closed to the public until Tier 4/lockdown restrictions are lifted and the staff can return on a rota basis whilst adhering to government guidance and social distancing rules or normal practices. Any staff required to visit open spaces are aware of the procedure for hand sanitising and protective wear.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Spread of Covid-19 Coronavirus</b>	<ul style="list-style-type: none"> <li>• Council staff</li> <li>• Councillors</li> <li>• Volunteers</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> <li>• Members of the public</li> </ul>	<p><u><b>Hand Washing</b></u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Stringent hand washing taking place and appropriate signage in place.</li> <li>• See hand washing guidance. <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></li> <li>• Disposable paper towels are in place for the drying of hands. <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></li> <li>• Council staff are encouraged to protect</li> </ul>	<p>Council staff 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. 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. Tissues will be made available throughout the workplace.</p>	Town Clerk	Ongoing	21.07.20
			<p>Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme. <a href="https://www.hse.gov.uk/skin/professionals/health-surveillance.htm">https://www.hse.gov.uk/skin/professionals/health-surveillance.htm</a></p>	Town Clerk	Ongoing	
			<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>	Town Clerk	27.07.20	21.07.20

		<p>the skin by applying emollient cream regularly.</p> <p><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <ul style="list-style-type: none"> <li>• Gel sanitisers are available in front foyer, front office and meeting room. All staff have antibacterial liquid on each desk.</li> </ul>	<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			
		<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods</p>	<p>Rigorous checks will be carried out by The Town Clerk and Deputy Clerk to ensure that the necessary procedures are being followed.</p>	Town Clerk & Deputy Clerk	Ongoing	
		<ul style="list-style-type: none"> <li>• Antibacterial Spray is available for use on all surfaces.</li> <li>• Disposable paper towels are available for use.</li> <li>• Antibacterial Wipes are available in all toilets and meeting rooms.</li> <li>• Fabric spray is available for clothing, Town Mayor chain and vehicle.</li> <li>• Kitchen area will have limited use.</li> </ul>	<p>A deep clean of the office will take place prior to resuming work in the premises.</p> <p>All staff will be reminded to clean surfaces after use including all equipment, photocopier, kitchen and toilet facilities. Staff will be encouraged not to share stationery such as pens for signing in.</p>	3 <sup>rd</sup> Party Contractor	14.07.20	14.07.20
			<p>Kitchen use is restricted to the provision of refreshments only and staff will be encouraged to use only their own cups and utensils which should be washed and dried immediately after use. No shared provisions will be supplied and staff will be encouraged to bring in their own supplies which will be clearly marked in the fridge.</p> <p>Air Conditioning unit serviced and cleaned Feb 2020 – limited usage in March before office closed and not used</p>	All staff	Ongoing	21.07.20

		<ul style="list-style-type: none"> <li>Air conditioning units will not be used.</li> </ul> <p><b>Social Distancing</b> Only 2 members of staff will be in the office at any one time and a rota system will be applied. Home working will still be available.</p> <p>If visitors attend the office staff will comply with social distancing rule.</p> <p>Any visitors including councillors must contact the office prior to attending to ensure adequate safety can be adhered to. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Zoom meetings or conference calls to be used instead of face to face meetings.</p> <p>Kitchen area will have limited use and only one person to use the kitchen at any one time.</p>	<p>since. No requirement to clean before office re-opens. Window and doors where possible to be opened. Conditions to be reviewed on very hot days.</p> <p>Council staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>The Town Clerk and Deputy Clerk will ensure this is adhered to.</p> <p>Posters and floor stickers are in place to ensure members of the public adhere to social distancing. Only one member of the public will be permitted into the front office at any one time. Appropriate markings will be made outside the office for potential queueing.</p> <p>Chairs will be removed from meeting table to ensure social distancing.</p> <p>No council meetings will be taking place at the office until government guidance allows for further relaxation of the 2 or 1 metre rule as the council premises is not big enough to allow public attendance safely.</p>	<p>All staff</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>	<p>Ongoing</p> <p>27.07.20</p> <p>27.07.20</p> <p>When rules change</p>	<p>21.07.20</p> <p>14.07.20</p>
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		<p><b><u>PPE</u></b> Disposable face masks will be worn when any interaction with the public takes place.</p> <p>The public will be asked to where face coverings when entering the building.</p>	<p>Staff will be reminded to use face masks in the office and in all open spaces.</p> <p>Disposable face masks should not be used by more than one individual.</p>	All staff	Available in office	21.07.20
		<p><b><u>Company Vehicle</u></b> Hand Gel is place in the vehicle and the steering wheel should be cleaned after each use.</p> <p>Fabric spray has been provided for the use on the vehicle seat.</p>	<p>Vehicle will be fully cleaned before use.</p> <p>Staff will be reminded to clean any area touched in the vehicle after each use including the seat.</p> <p>Fabric spray and hand sanitiser is provided.</p>	3 <sup>rd</sup> Party Contractor	27.07.20	29.07.20

		<p>Employees should not share the vehicle, where suitable distancing cannot be achieved</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the office they will be sent home and advised to follow the stay at home guidance.</p> <p>The Town Clerk will maintain regular contact with council staff members during this time.</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on the premises (including where a member of the council has visited other premises), the Town Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b>Mental Health</b> The Council will promote mental health &amp; wellbeing awareness to council staff during the Coronavirus outbreak and will</p>	<p>Internal communication channels and cascading of messages through senior staff will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>The Town Clerk will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>All staff will be asked to sign a Declaration Form to confirm they have no symptoms of COVID-19 before returning to work.</p> <p>Staff temperatures will not be taken prior to entering the building but staff will be reminded to monitor their own health and report any changes immediately.</p> <p>Track &amp; Trace data will not be collected as visitors do not spend a long period of time in the premises and have limited contact with staff.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>All staff</p> <p>Town Clerk</p> <p>All staff</p> <p>Council</p>	<p>Ongoing</p> <p>Ongoing</p> <p>27.07.20</p> <p>Ongoing</p>	
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		<p>offer whatever support they can to help. Reference - <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></p> <p><b>Home Working</b> Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus</p> <p>This will continue once the office re-opens to allow for social distancing and lone working during annual leave.</p> <p>Office opening hours will be maintained but if lone working is unavoidable home working will be permitted and the preferred option.</p>	<p>Homeworking facilities have been provided as the preferred method of work wherever possible and only staff who need to be on site attend the workplace.</p> <p>The following arrangements are in place for homeworking:</p> <ul style="list-style-type: none"> <li>• IT support is available and connection to office facilities.</li> <li>• Regular contact is maintained with all office staff.</li> <li>• Office equipment has been provided if needed.</li> <li>• Stationery is provided.</li> <li>• Data security arrangements are in place</li> </ul>	Town Clerk	24.03.20	Yes
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### Conclusion

Following further lockdown restrictions from the 5<sup>th</sup> November 2020 and the subsequent Tier 4/lockdown restrictions in January 2021 the office will remain closed to the public and all staff will work from home until it is safe to return to the office. Public meetings will remain virtual until the rules of social distancing are changed.

**Risk Assessment undertaken by the Town Clerk. Updated 5<sup>th</sup> January 2021**