

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. Following the government announcement on the 12th July 2021 the office has been reviewed and will be opening from the 19th July 2021 at its full capacity whilst adhering to government guidance. 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
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Council staff • Councillors • Volunteers • Visitors to your premises • Cleaners • Contractors • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Members of the public 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand washing taking place and appropriate signage in place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Disposable paper towels are in place for the drying of hands. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Council staff are encouraged to protect 	<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 – reviewed May 2021 – no change July 2021.
			<p>Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professiona/health-surveillance.htm</p>	Town Clerk	Ongoing	
			<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	Town Clerk	27.07.20	

		<p>the skin by applying emollient cream regularly.</p> <p>https://www.nhs.uk/conditions/emollients/</p> <ul style="list-style-type: none"> • Gel sanitisers are available in front foyer, front office and meeting room. All staff have antibacterial liquid on each desk. 	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>			21.07.20 – all up to date posters have been done – March 2021
		<p>Cleaning</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	
			<p>A deep clean of the office will take place prior to resuming work in the premises.</p>	3 rd Party Contractor	14.07.20	12.05.21
			<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>	All staff	Ongoing	
		<ul style="list-style-type: none"> • Antibacterial Spray is available for use on all surfaces. • Disposable paper towels are available for use. • Antibacterial Wipes are available in all toilets and meeting rooms. • Fabric spray is available for clothing, Town Mayor chain and vehicle. • Kitchen area will have limited use. 	<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 since. No requirement to clean before</p>	All staff	Ongoing	21.07.20 – supplies replaced when required.

		<ul style="list-style-type: none"> Air conditioning units will not be used. <p>PPE 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 office area.</p> <p>Company Vehicle 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>Employees should not share the vehicle, where suitable distancing cannot be achieved.</p> <p>Symptoms of Covid-19 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>office re-opens. Window and doors where possible to be opened. Conditions to be reviewed on very hot days.</p> <p>Staff will be encouraged to use face masks when interacting with the public in the office. and in all open spaces.</p> <p>External contractors or visitors will be asked to where face masks whilst in the office.</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> <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</p> <p>3rd Party Contractor</p> <p>All staff</p> <p>Town Clerk</p>	<p>Available in office</p> <p>27.07.20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>21.07.20 – all replaced as used.</p> <p>29.07.20 - ongoing</p>
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	<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><u>Mental Health</u> The Council will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help.</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 & 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>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>All staff</p> <p>Council</p>	<p>27.07.20</p> <p>Ongoing</p>	<p>Lateral Flow testing – records kept May 2021.</p>
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Conclusion

The office opened on the 17th May 2021 with social distancing in place. With effect from the 19th July 2021 all staff will return to their normal working contract within the office and normal meetings will resume. All staff will continue to take the Lateral Flow tests which are freely available from the library and a record of these tests will be kept.

Risk Assessment undertaken by the Town Clerk. Updated 13th July 2021.