

Northleach Town Council – Westwoods Community Centre Covid Risk Assessment

Carried out by: Town Clerk
Date of Assessment: 7 September 2020
Date of last revision: v.1.03 05 October 2020

This risk assessment has been carried out to comply with Government guidance on managing the risk associated with covid-19.

People can catch the virus from others who are infected in the following ways:

- Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.
- People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.

Hazard	Who is at risk?	Risk Rating before	Control measures	Additional controls / Actions arising	Responsible
Contracting or spreading coronavirus from person to person	Staff Councillors Public / visitors, Hirers	5 x 5 = 25 HIGH	<ul style="list-style-type: none"> - Anyone who feels unwell should stay at home and not visit the premises. - Staff to notify the Council if they have symptoms of covid-19 or test positive. - Keep Test and trace logbook of staff attendance at the Council Office. - Display QR code for NHS Test and Trace 	<ul style="list-style-type: none"> - Display 'Action Card' in the office to explain what to do if we are notified of a confirmed case of Covid-19. 	Staff Councillors Public / visitors, Hirers
Contracting or spreading coronavirus through lack of social distancing	Staff Councillors Public / visitors, Hirers	4 x 5 = 20 HIGH	Follow guidance on returning to work: <ul style="list-style-type: none"> - Staff work at home where practicable. - Staff who need to come into work attend the office on a rota basis i.e. one at a time. - Meetings held virtually where possible. - Members of the public must wear face coverings in the building (unless exempt). - Provide disposable facemasks for staff use when the public is in the building. 	<ul style="list-style-type: none"> - Ensure staff have suitable equipment and arrangements for homeworking - Lone worker procedures to be followed by staff working alone (lone worker pendant or phone to be carried at all times). 	Staff Councillors Public / visitors, Hirers

Increased risk of infection and complications for vulnerable workers	Staff	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> - Identify workers who are 'clinically extremely vulnerable' or 'vulnerable' and may need extra support in the workplace. - Offer the safest available roles and environment to these workers 	<ul style="list-style-type: none"> - Staff to notify the Clerk if their circumstances change 	Clerk
Contracting or spreading coronavirus by inadequate handwashing	Staff, Councillors Public / visitors, Hirers	4 x 4 = 16 HIGH	<p>Follow guidance on frequent hand washing:</p> <ul style="list-style-type: none"> - Provide handwashing facilities - Provide information on how and when to wash hands properly - Provide hand sanitiser for the occasions when people can't wash their hands - Provide bins for disposal of wipes etc. 	<ul style="list-style-type: none"> - Hand sanitiser station to be provided in the foyer and by the toilets with posters to encourage use and correct handwashing technique. - Welfare supplies to be checked regularly and replenished to make sure they do not run out. 	Staff Councillors Public / visitors, Hirers
Contracting or spreading coronavirus by inadequate cleaning	Staff, Cleaners, Hirers	4 x 4 = 16 HIGH	<p>Follow guidance on cleaning:</p> <ul style="list-style-type: none"> - Regular [weekly] cleaning schedule by professional cleaning company re-instated - Contact points e.g. door handles and light switches, to be disinfected before use. - Staff advised not to share equipment, e.g. computers, tea making supplies etc. 	<ul style="list-style-type: none"> - Sanitising wipes to be supplied for contact cleaning. - Supplies to be checked regularly to make sure they do not run out. 	Staff, Cleaners, Hirers
Contracting or spreading coronavirus through inadequate ventilation	Staff	4 x 4 = 16 HIGH	<ul style="list-style-type: none"> - Open windows for ventilation where possible even if just by a crack. - Leave non-fire doors open to improve ventilation and reduce contact with doors. - Try to maintain a normal ambient office temperature (virus survives longer in the cold). 	<ul style="list-style-type: none"> - Council staff have window keys - Remember to close windows and doors when leaving 	Staff
Contracting or spreading coronavirus by lack of awareness or compliance with safety measures	Staff Councillors Public / visitors	3 x 4 = 12 MEDIUM	<p>Risk is dependent on compliance with guidance.</p> <ul style="list-style-type: none"> - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. - Issue guidelines to staff re working safely during coronavirus 	<ul style="list-style-type: none"> - Review compliance with safety measures. - Check signage remains in place 	Staff Councillors,

			<ul style="list-style-type: none"> - Update Community Centre Conditions of Hire to include details of Covid control measures - Display signage to advise of safety measures, e.g. reminders of handwashing technique, social distancing, sanitiser station etc. 		Public / visitors, Hirers
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	3 x 3 = 9 MEDIUM	<p>Follow guidance on mental wellbeing:</p> <ul style="list-style-type: none"> - Have regular keep in touch calls with people working at home to talk about any work issues - Discuss the issue of fatigue with employees and make sure they take regular breaks, and are encouraged to take leave. 	<ul style="list-style-type: none"> - Share information with workers about mental health and wellbeing. - In discussion with the worker, consider an occupational health referral if personal stress and anxiety issues are identified. 	Clerk / nominated councillor contact
Lack of compliance with the law	Council, Staff	2 x 2 = 4 LOW	<ul style="list-style-type: none"> - Keep abreast of government guidance and review this risk assessment if it changes. 		Clerk

- Overall risk with control measures: 1 (remote) x 4 (major) = 4 (Four) i.e. **LOW**.

- When all measures have been implemented, the workplace will be considered '[covid secure](#)'

Risk Ratings Table:

0-5 Low risk 6-10 Moderate risk 11-15 High risk 16-25 Unacceptable	Minor injury, insignificant property or equipment damage	Non-reportable injury, minor loss of process or slight property damage	Reportable injury, moderate loss of process, limited property damage	Major injury, single fatality, critical process loss, critical property damage	Multiple fatalities, catastrophic business loss
	1	2	3	4	5
5 Near certain	5	10	15	20	25
4 Probable	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Remote	1	2	3	4	5