

	Likelihood	Consequences	Risk Rating
	1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
	2 – Unlikely	2 – Minor	5 – 9 Adequate
	3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
	4 – Likely	4 – Major	17 – 25 Unacceptable
	5 – Very Likely	5 – Catastrophic	
Task Description	COVID-19 SECURE		People Affected
	Employees / Councillors / Contractors / Visitors / New and Expectant Mothers / Young Persons		

THIS IS A GENERIC RISK ASSESSMENT WHICH NEEDS TO BE MADE SPECIFIC TO YOUR ORGANISATION. THE FIRST ROW IS AN EXAMPLE OF HOW TO PROCEED WITH COMPLETING THE ASSESSMENT.  
REFER TO THE RISK ASSESSMENT BOOKLET AVAILABLE ON GUARDIAN FOR FURTHER GUIDANCE.

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Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
<b>Slips, trips, and falls</b> Slips on wet floor, tripping over items on floor (debris, stock, trailing cables etc.	3	2	6	<ul style="list-style-type: none"> <li>Employees receive health and safety training which includes prevention of slips, trips, and falls at their induction and training records maintained.</li> <li>Housekeeping - spillages and debris cleaned up immediately, adequate lighting, area monitored for standards of housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeping - adequate lighting, stock and articles stored off the floor in designated storage area, cable management – cable routed away from walkways.</li> </ul>	2	2	4
<b>Staff Working in the Office</b>	4	2	8	<ul style="list-style-type: none"> <li>Staff are in the main working from home and agree days to come in the office with the Town Clerk.</li> </ul>	<ul style="list-style-type: none"> <li>Staff will be holding regular zoom meetings on a Thursday where they will plan a rota of who needs to attend the office the next week. Staff must also wear masks in when entering the Town Hall and when leaving the Town Hall Office.</li> </ul>	2	3	6
<b>Clinically Extremely Vulnerable Employees</b>	4	5	20	<ul style="list-style-type: none"> <li>These employees have been strongly advised not to work outside of their home environment.</li> <li>Refer to the current advice on who is in the 'Clinically Extremely Vulnerable Employees' group.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updates to be communicated electronically to all employees.</li> <li>Such employees remain remote working until national guidance indicates it is safe to return</li> </ul>	1	5	5

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C = R			L	x	C = R
<b>Clinically Vulnerable Employees</b>	4	4	16	<ul style="list-style-type: none"> <li>These employees have been advised to take extra care in observing social distancing and these employees should be helped to work from home in their current role or an alternative role.</li> <li>Where a 'Clinically Vulnerable Employee' cannot work from home, you need to offer the option of the safest available on-site role, which will allow them to stay 2m away from other employees, individuals.</li> <li>Refer to the current advice on who is in the 'Clinically Vulnerable Employee' group.</li> </ul>	<ul style="list-style-type: none"> <li>If for any reason they have to spend time with any other person within 2m, you need to assess whether this is an acceptable level of risk.</li> <li>Such employees remain remote working until national guidance indicates it is safe to return</li> </ul>	1	4	4
<b>Employees with Protected Characteristics</b>	4	4	16	<ul style="list-style-type: none"> <li>As with any workplace risk assessment for employees with protected characteristics i.e. expectant mothers, you will need to look at their specific duties and whether you can ensure their safety in line with the above measures.</li> </ul>	<ul style="list-style-type: none"> <li>Where this is not possible, expectant mothers are entitled to suspension on full pay if a suitable role cannot be found for them.</li> <li>You will also need to consider those employees who live with a 'Clinically Extremely Vulnerable Person'.</li> </ul>	1	4	4
<b>Employees Who Need to Self-isolate</b>	3	4	12	<ul style="list-style-type: none"> <li>Ensure that employees who are advised to stay at home, do not physically come into work. This includes individuals who have symptoms or COVID-19 as well as those who live in a household with someone who has symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Where it is possible ensure employees can work from home whilst self-isolating.</li> </ul>	1	4	4

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
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<b>Managing Wellbeing</b>	3	4	12	<ul style="list-style-type: none"> <li>Employers may also want to review how they can support their employees on broader issues, such as bereavement support and general anxiety about the ongoing situation.</li> </ul>	<ul style="list-style-type: none"> <li>Where work-related issues present themselves, the HSE's published Stress Management Standards should be followed.</li> </ul>	2	4	8
<b>Access to the offices by public and partners risk of spreading infection (2way)</b>	4	4	16	<p>Visitors to the office are common, from members of the public, councillors, partner agencies and deliveries.</p> <p>Risks 2 way spread of the infection</p>	<ul style="list-style-type: none"> <li>No unscheduled visitors</li> <li>No visitors to the office space</li> <li>Only permitted visitors admitted to the town hall</li> <li>Masks to be worn when entering the Town Hall and can only be taken off in the Town Council Office in agreement with Town Council staff working in the building.</li> <li>Councillors to contact the Officer they need to see in the office and arrange an agreed time to visit the Town Hall.</li> <li>Only by the agreement of the town clerk, visitors to be allowed to meet staff at &gt;2m distancing in the Boardroom.</li> <li>Boardroom to provide hand sanitizer and surfaces to be wiped clean after meetings</li> </ul>	2	4	8
<b>Social Distancing</b>	4	4	16		<ul style="list-style-type: none"> <li>Further increase the frequency of handwashing and surface cleaning.</li> <li>The activity / task time must be kept as short as possible.</li> <li>Use screens or barriers to separate people from each other.</li> </ul>	2	3	6

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C = R			L	x	C = R
					<ul style="list-style-type: none"> <li>Back-to-back or side-to-side working is more preferred as opposed to working face-to-face working.</li> <li>Reduce the number of people each employee has contact with by creating 'fixed teams or partnering'.</li> </ul>			
<b>Arriving to Work and Leaving Work</b>					<ul style="list-style-type: none"> <li>Ensure all employee wash their hands upon arrival to work.</li> <li>Consider staggering arrival and departure times.</li> <li>Where possible provide additional parking facilities or facilities for employees to store their bikes. Where possible try and avoid public transport, this will also encourage people to walk to work.</li> <li>Limited passengers in company vehicles i.e. a minibus, by leaving seats empty.</li> <li>Have 'fixed groups' of employees for the same transport routes where sole travel is not always possible.</li> </ul>	2	3	6
<b>Moving Around Buildings, Worksites and Destinations</b>				<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Where it is possible reduce the number of employees at the office</li> <li>Implement a working rota of staff</li> <li>Schedule times for collections of goods to avoid mass gatherings.</li> </ul>	3	3	9

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	
					<ul style="list-style-type: none"> <li>• Reduce job and location rotation.</li> <li>• Find alternative solutions to a 2-person delivery.</li> <li>• Consider using alternative methods i.e. mechanical / material handling equipment.</li> <li>• Where the above is not possible for large items for delivery, maintain a 'fixed paring' for a 2-person delivery.</li> <li>• Minimise physical contact.</li> </ul>		
Carrying out Deliveries or Collections					<ul style="list-style-type: none"> <li>• Scheduling is key to limiting exposure to mass gathering and rush hours.</li> <li>• Look at revising pick-up points and drop-off collection points, mark out with signage and markings on the floor.</li> <li>• Maximise use of electronic paperwork wherever possible.</li> <li>• Review procedures to enable safe exchange of paper copies wherever needed.</li> </ul>	3	2
Accident, Security and Other Incidents				<ul style="list-style-type: none"> <li>• In the event of an emergency i.e. accident, fire or break-in, you do not have to stay 2m apart as this would be unsafe to do so.</li> <li>• Where any person is involved in the provision of assistance to others, particular attention should be made to sanitation measures immediately</li> </ul>		2	5

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				afterwards, this includes washing of hands.				
Keeping the Workplace Clean					<ul style="list-style-type: none"> <li>• Hand sanitiser on entry to the office and on each desk</li> <li>• Frequent cleaning of work areas and equipment between use.</li> <li>• Frequent cleaning of objects and surfaces that are touched more often than most, i.e. door handles, kettle etc.</li> <li>• Ensure that there is sufficient disposal arrangements.</li> <li>• Encourage employees to wash hands</li> <li>• Ensure workspaces are kept tidy and all waste from the is removed</li> </ul>	2	3	6
Hygiene – Hand Washing, Sanitisation Facilities and Toilets					<ul style="list-style-type: none"> <li>• Toilets are cleaned daily by CEC cleaner and are well maintained</li> <li>• Shop is provided and a hygienic hand dryer</li> <li>• Use posters and signs to enhance awareness of good handwashing techniques. This should include the need for increased handwashing, no touching of the face and to cough or sneeze into your arm.</li> <li>• Provide enough hand sanitiser where handwashing is not possible.</li> </ul>	2	3	6

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
Face Coverings					<ul style="list-style-type: none"> <li>• Masks MUST be worn where 2M social distancing cannot take place.</li> <li>• Masks and Face Visors are available in the office for employees, members and visitors (should there come a time they can visit the office)</li> <li>• Hands need to be washed thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change the face covering if it becomes damp or if they have touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• Where the material is washable, it should be washed in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul>	3	3	9

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C = R			L	x	C = R
Meetings					<ul style="list-style-type: none"> <li>Consider using remote working tools to reduce in-person meetings.</li> <li>Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance.</li> <li>Where meetings need to be held, consider holding them in a well-ventilated area or outdoors.</li> <li>Provide hand sanitiser in meeting areas.</li> <li>CEC rooms are arranged by the staff before the meeting so that all desks and seats are socially distanced.</li> <li>Everyone should wear a mask to the meeting and only take it off when they are sat in a socially distanced place (advisory)</li> <li>Lateral Flow tests to be taken on the day you attend any face to face council meetings, and if it is positive you must not attend.</li> </ul>	2	3	6

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Common Areas					<ul style="list-style-type: none"> <li>• Consider staggering break times.</li> <li>• Consider outside areas for breaks.</li> <li>• Where possible create additional space by using other parts of the workplace that has been freed up by remote workers.</li> <li>• Encourage employees bring in packaged meals or similar to avoid opening the office.</li> <li>• Reconfigure seating and tables to maintain social distancing, reduce face-to-face interactions.</li> <li>• Encourage employees to remain on the premises and when this is not possible encourage them to</li> </ul>	2	3	6
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Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C = R			L	x	C = R
					maintain social distancing whilst off site. <ul style="list-style-type: none"> <li>Storage of personal items, clothing etc. should be kept at individual work stations</li> </ul>			
<b>Recontamination</b>	3	4	12	<ul style="list-style-type: none"> <li>Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures.</li> <li>Dedicated personnel to manage the crisis.</li> </ul>	<ul style="list-style-type: none"> <li>Every person staff and visitor MUST sign the signing in book on entry and exit of office so we can track and trace effectively if someone should become ill with Covid and for fire regulations.</li> <li>If an employee or member becomes ill with Covid-19 symptoms they must have a Covid test and inform the Town Clerk.</li> <li>The Clerk will investigate if they have been in contact with any staff or members at the Town Hall, if they have they will inform each person to self-isolate and let them know the outcome of the person tested and if they should subsequently get tested.</li> </ul>	2	4	8
<b>Third Party Visitors by Contractors</b>	3	4	12	<ul style="list-style-type: none"> <li>Can attend on an appointment basis agreed by staff only</li> <li>MTC Staff to inform CEC doorman of any visitors due to attend.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure that it is clear, that if the Third Party have Covid symptoms, waiting for a Covid test or have a positive test, they must not attend the building and an appointment must be rearranged.</li> <li>Mask must be worn when entering the building (advisory)</li> </ul>	3	3	9

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	L	x	C = R			L	x	C = R
					<ul style="list-style-type: none"> <li>Mask can only be taken off in agreement with staff present and if there is enough room to remain socially distant.</li> <li>Staff to wipe down any surfaces touched by contractors when they have finished work.</li> <li>All must sign in and out of the book for track and trace purposes.</li> <li>Any third party who attends the building will be asked to leave if they display feeling of being unwell.</li> </ul>			
<b>Protecting Online Meetings</b>	2	3	6	<ul style="list-style-type: none"> <li>Only share zoom link with attendees and make them aware they must not share it</li> <li>Set a passcode</li> <li>Set up a waiting room and only invite people into the meeting if they are on the invite list.</li> </ul>	<ul style="list-style-type: none"> <li>If a meeting is interrupted with unacceptable behaviour the host should immediately close the meeting for all</li> <li>Encourage attendees to rename themselves on zoom so we can be sure who is in the waiting room.</li> </ul>	1	3	4
<b>Working From Home</b>	2	2	4		<ul style="list-style-type: none"> <li>All Office Staff working from home in lockdowns</li> <li>All staff have equipment (mobile phones/ laptops) to do so.</li> <li>Staff meetings once per week to keep in contact and ensure staff are connected.</li> <li>Staff can request further equipment as they need it e.g back rest etc.</li> <li>Staff can take their office chair from the office so they have good support</li> </ul>	1	1	2

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C = R			L	x	C = R
				•	during the working day. Just need to arrange a time to collect • Staff to liaise with each other if they need to collect items from the office • All staff will be paid working from home allowance			

Assessors Name:	Laura Smith	Date of Assessment:	06/01/22
Approved By:		Date of Review	