

Desborough Town Council Business Resumption Risk Assessment (COVID-19)

Hazard identified	Who might be harmed?	Management of risk	Action				Actions
			Cllrs	TC	RFO	FC	
Reopening Council office as a workplace	All	<ul style="list-style-type: none"> Alarm pad, door entry pads, handles, locks, and buttons should be wiped regularly and hands washed after use. Signs to remind all to social distance, wash hands etc, Disinfectant spray, hand sanitiser, gloves, masks, and paper towels to be provided by DTC; and staff to be encouraged to clean their work area frequently using disinfectant spray. Doors and windows to be opened frequently to encourage ventilation where possible. All communal areas are cleaned daily, using anti-viral disinfectant special attention to communal points, eg door handles, toilets. 		✓		✓	<ul style="list-style-type: none"> Thorough cleaning prior to reopening. Council to follow Government advice: "Working Safely advice COVID 19 Offices and Contact Centres. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 Town Clerk to prepare and amend risk assessments as required. Offices to remain closed until Government advice indicates that they can be re-opened. Hand gel and dispensers at entrances, so people can use these as soon as they enter. Visitors to office to be limited to essential only and by appointment only and should remain in the vestibule as far as is possible.
Symptoms of Covid-19	All	<ul style="list-style-type: none"> If anyone directly connected to the Council becomes unwell with recognised symptoms whilst in the office they will be sent home and advised to follow the stay at home guidance, and to seek appropriate medical advice. If advised that someone has developed Covid-19 and were recently on Council premises (or where a member of the Council / member of staff visited other premises), the Town Clerk will contact the Public Health Authority to discuss the case, assist in identifying people who have been in contact with them, and will take advice on any actions or precautions that should be taken. 	✓	✓			<ul style="list-style-type: none"> Councillors will offer support to staff or other Councillors who are affected by Coronavirus or have a family member affected.

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Spread of Covid-19 Coronavirus	All	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Council staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ • Gel sanitisers provided by the Council • Signs to remind all in the premises 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. • Encourage staff and visitors to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus • Posters, and other materials on display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 		✓		✓	<ul style="list-style-type: none"> • Gel sanitiser to be provided for staff and visitors to the Council's offices. • Paper towels to be used in place of reusable towels (paper towels to be provided by landlord) • Paper tissues to be provided

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Spread of Covid-19 Coronavirus	All	<ul style="list-style-type: none"> Frequently cleaning and disinfecting using appropriate cleaning products and methods of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, and reception areas. Frequent cleaning of work areas and equipment between uses, using disinfectant based cleaning products and recommended alcohol sanitiser. If cleaning after a known or suspected case of COVID-19 then refer to the specific guidance see https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. Access to large meeting room to be restricted to unavoidable physical meetings, and social distancing must be observed. Cleaning and disinfecting must be carried out immediately before and after any such use. All activity / use of the large meeting room to be risk assessed separately. No cash to be taken, electronic payments only. 		✓		✓	<ul style="list-style-type: none"> Additional cleaning and arrangements to be agreed with landlord Acknowledge cleaning in these circumstances is a mutual responsibility. Main office, toilet, and small meeting room to remain “sterile” for use only by DTC staff.
Mental Health	Staff Councillors	<ul style="list-style-type: none"> The Council should promote positive mental health & wellbeing awareness during the Coronavirus pandemic (and thereafter) and will offer whatever support it can to help. https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ 	✓	✓			<ul style="list-style-type: none"> Regular communication of mental health information and virtual open door policy for those who need additional support.
Deliveries	Staff Contractors Delivery drivers	<ul style="list-style-type: none"> Restrict deliveries as much as possible. Social distancing to be maintained. Consider manual handling when ordering, e.g. make larger orders less frequently Use hand sanitiser or wash hands after moving goods. Do not open products for 72 hours. Procedures in place for delivery drivers to ensure adequate welfare facilities available during their work. https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm 		✓			<ul style="list-style-type: none"> Communicate with companies which deliver or provide services to ensure welfare facilities will be available to drivers.

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Contractors - infection	All	<ul style="list-style-type: none"> • Only essential works to be carried out. • All contractors to follow social distancing/personal hygiene rules, reminder signs, staff to remind when they arrive if possible. • When possible contract work to be carried out when site empty. 		✓			
Customer / visitor / children's Toilets - infection	All	<ul style="list-style-type: none"> • Notices on social distancing and hand washing to be displayed. Hot water and soap available for hand-washing. • Access to be restricted for the time being and cleaning to be carried out after each use. • Surfaces to be cleaned on a daily / more frequent basis using an approved disinfectant. Staff to be provided with appropriate PPE. 		✓		✓	
General visitors	All	<ul style="list-style-type: none"> • Social Distancing - Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Government. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing • Working from home to continue until Government advice reversed • Redesigning processes to ensure social distancing in place. • Conference calls / remote online meetings to be used instead of face to face meetings. • Welfare facilities to be reserved exclusively for staff • Any tasks that make social distancing difficult to be reduced or removed 		✓			<ul style="list-style-type: none"> • Visitors encouraged to enter and leave through the library rather than through the wooden doors to avoid touching the door entry/exit system, or doors to be unlocked and the shutter closed. • Visitors to remain in vestibule as far as possible and areas to be sanitised after visits. • Perspex screen to be considered if experience shows it as a necessity. • Consider changes to standard hours to reduce overlapping times.
Gloves	Staff	<ul style="list-style-type: none"> • Where any Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. 		✓		✓	<ul style="list-style-type: none"> • Council staff to be reminded that wearing of gloves is not a substitute for good hand washing. • Gloves to be provided

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PPE / RPE	Staff	<p><i>Current Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <ul style="list-style-type: none"> Where RPE (respiratory protective equipment) is a requirement for risks associated with any work undertaken the work should be carried out by a suitably trained, competent person. Face coverings should be used where advised by the Government. 		✓		✓	<ul style="list-style-type: none"> Contractors to be appointed if RPE is deemed necessary. Face coverings to be provided if Government guidance for office workplaces or libraries so requires and staff are in the offices.
Staff absence (Drawn directly from NJC guidance)	Staff	<ul style="list-style-type: none"> National Joint Council for Local Government Services (NJC) has issued guidance for employers which the Town Council will follow, summarised below: <i>“Employees who are sick or unfit for work need to focus on their recovery.”</i> If an employee is fit for work but decides, or is instructed, to self-isolate then their absence should not be recorded as sickness absence. Home working has been agreed with the Town Clerk. As the Town Clerk would be ‘well’ at this stage he should stay on normal full pay for the duration of the self-isolation period until such time as they are confirmed to have contracted Covid-19, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply. If the Town Clerk is caring for someone who has or may have been infected with Covid-19, this period of absence should also be regarded as self-isolation. Given the employee may then have been in direct contact with the virus we would expect only working from home arrangements to be then considered for the duration of the incubation period. Employers should keep in touch to support employees. 				✓	

Key:
 Cllrs - Councillors TC - Town Clerk RFO - Responsible Financial Officer FC - Full Council