

**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.**

**This is a generic Risk Assessment for dealing with COVID-19 in the workplace. It is not likely to cover all scenarios and it may be necessary to add to this list. Your attention is drawn to the website links contained in the table where you will find additional guidance.**

**NOTICES will be printed for display within the offices to cover as many of these controls as possible.**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p><b>Spread of Covid-19 Coronavirus</b></p>	<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>• Drivers</li> <li>• Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your council</li> </ul>	<p><u>Hand Washing</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</li> <li>• See hand washing guidance.</li> <li>• <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>• Drying of hands with disposable paper towels.</li> <li>• <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 encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></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> <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/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <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> <p>Posters, leaflets and other materials are available for display.</p>	<p>ALL RISKS</p> <p>Town Clerk</p>	<p>ALL</p> <p>Complete Check List First Thing Every Day In Office</p>	

WEST BEDLINGTON TOWN COUNCIL – GENERAL WORKPLACE RISK ASSESSMENT

		<ul style="list-style-type: none"> <li>• Gel sanitisers in any area where washing facilities not readily available</li> <li>• Air Conditioning System</li> </ul> <p><b>Cleaning</b> 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><b>Social Distancing</b> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p><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>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<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> If present should be turned off</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. A number of different types of cleaning materials/ppe are available for staff use both within and outside of the office. All personal equipment should be sanitised both before and after the period of work or should another officer be required to use your own equipment,</p> <p>Council staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Where home working isn't practical limit the numbers are allowed in the office at one time using the premise that there needs to be a minimum of 2 meter gap to accommodate Social Distancing requirement.</p> <p>Reducing the number of occasions to physically meet. Are physical signatures needed ?.</p>			
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WEST BEDLINGTON TOWN COUNCIL – GENERAL WORKPLACE RISK ASSESSMENT

		<p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for council staff.</p> <p>Social distancing also to be adhered to in communal areas, canteen area and smoking area.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b> <i>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 and to wear a face mask in as an additional measure.</i></p>	<p>Use virtual conferencing if possible.</p> <p>Existing policy and practices in place.</p> <p>Adhere to Community Centre Risk Assessment for movement around the building.</p> <p>Council staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Gloves should be worn as Officers are able to do so.</p> <p>To minimise the risk of transmission of COVID-19 during face to face meetings</p> <p>All in attendance should wear an appropriate face mask</p> <p>Observe 2m Social Distancing and wash (sanitise) their hands before and after the meeting.</p>			
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WEST BEDLINGTON TOWN COUNCIL – GENERAL WORKPLACE RISK ASSESSMENT

		<p><b>Symptoms of Covid-19</b></p> <p>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>Council Chair 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 your premises (including where a member of the council has visited other premises), the management team of the council 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>Drivers</b></p> <p>Procedures in place for drivers to ensure adequate welfare facilities available during their work.</p> <p>Reference  <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p>	<p>Staff are required to inform the Chair / Deputy Chair of any symptoms whatsoever.</p> <p>Councillors will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Town Clerk to contact Public Health Authority (Track and Trace) re s\circumstances.</p> <p>Town Clerk to sign up to NHS Co-Vid 19 Track and Trace App.</p> <p>Communicate with companies you deliver to/from to ensure welfare facilities will be available to drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			
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WEST BEDLINGTON TOWN COUNCIL – GENERAL WORKPLACE RISK ASSESSMENT

		<p>COVID-19-guidance on freight transport</p> <p>Persons should not share vehicles or taxis, where suitable distancing cannot be achieved.</p> <p><b>Mental Health</b>                      Council management will promote mental health &amp; wellbeing awareness to council staff during the Coronavirus outbreak and will 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>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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