|  |
| --- |
| Coronavirus Risk Assessment for Town Councils – Post 19 July 2021 |
| This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.  |
| **Location/Dept:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Town Council / employees working in the community during the coronavirus (COVID-19) pandemic – post 19 July |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Control Measures Required** |
| Working in the Town Council | Contact with persons suffering from coronavirus | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.The council is taking part in the government testing program and will test asymptomatic employees twice weekly. A separate risk assessment has been completed for the testing area / workers will receive home testing kits and will be expected to inform the business of their results. Employees will be given time away from the workplace to receive a COVID vaccine when they have been invited to attend. Where eligible, employees are strongly recommended to take part in the government’s vaccination programme for COVID-19 to prevent the spread of the virus and help to protect everyone within the workplace.  Employees that have been vaccinated must continue to practice social distancing measures, including the wearing of face coverings where required, until further notice from the government is provided.Steps have been taken to avoid people needing to unduly raise their voices to each other. All employees who can work from home will be asked to do so. We will also look to minimise the time all employees spend on site.The council will display a QR code at the entrance. Visitors will be encouraged to provide their name and contact details or scan into the premise using the NHS Test and Trace app. Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.Ellis Whittam’s Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received when it is made available. Employees instructed to download NHS COVID-19 app on their work phone, use during working hours and follow instructions received when it is made available. Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:* All surfaces and objects which are visibly contaminated with body fluids; and
* All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and detergents, according to current recommended workplace legislation and practice. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working in the Town Council | Contact with persons who may have been exposed to coronavirus- foreign travel  | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.Employees instructed to follow government guidance on foreign travel.Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.  |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working in the Town Council | Contact with packages or items handled by persons who may have been exposed to coronavirus | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working in the Town Council | Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc. | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working in the Town Council | Contracting and spreading of infection | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | Basic infection controls should be followed as recommended by Public Health England/Wales:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straightaway.
* Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Regular communication/updates on hygiene practices with all employees (including signage) and employee(s) to follow government guidance on social distancing and current situation.
* Try to avoid close contact with people who are unwell by maintaining the maximum two-metre guidance.
* Clean and disinfect frequently-touched objects and surfaces.
* Do not touch your eyes, nose or mouth if your hands are not clean.
* Follow advice NALC/LGA regarding services that can/are to be suspended.
* Administrative employee(s) are to work from home (where possible).
* Suspend non-essential meetings (core meetings only)/use video conferencing.
* Public Health England (PHE) recommended PPE available and to be worn.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working in the Town Council | Contracting and spreading of infection | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | * Separate risk assessment for vulnerable employee(s) completed on an individual basis.
* Town Clerk to regularly review/update Business Continuity Plans (BCPs), Standard Operating Procedures (SOPs), Scheme of Delegation, etc.
* Voting to be carried out electronically (where possible).
* ‘Staying COVID-19 Secure’ poster to be displayed at entrance.
* Undertake Ellis Whittam’s COVID-19 Daily Management Checklist.
* Undertake Ellis Whittam’s COVID-19 Daily Cleaning Checklist.
* Operatives take breaks and smoking breaks at staggered times. The canteen area is only used when adequate social distancing can be achieved.
* The smoking area is only used when a two-metre distance can be achieved between individuals.
* Alcohol-based hand sanitisers are provided to all operatives.

Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre. |  | 5 |  |  |
| Working in the Town Council | Contracting and spreading of infection | EmployeesContractorsVisitorsCouncillorsVolunteers | 5 | 5 | 25 | * Funerals to be limited with number of mourners in accordance with government guidance on social distancing, i.e. family members only.
* Town Council to be informed of relevant information regarding the deceased by Funeral Directors to prepare for relevant response.
* Employee(s) to follow cleaning schedule(s).
* All non-critical services/buildings suspended/closed (including public buildings, toilets, etc.) in line with government guidance on social distancing. Website updated with regular service updates.
* Contact the police if an employee feels threatened due to violence and aggression.
* Grave digging to be carried out as per normal operations following normal risk assessment and control measures, with employees working two metres apart. Where this is not possible, a distance of one metre + (one metre with risk mitigations) will be adhered to.
* Advice to be taken from insurer regarding unoccupied buildings.
* If cooperative working is required, then use a consistent pairing system, for example when cooperative lifting.
* Access to our storage area will be limited to the number required to achieve social distancing.
* Consider the use of zones and ensure personnel are restricted to movement only in their designated zone to keep people separated as much as possible. Consider reduction of job rotation to reduce exposure to equipment or area to multiple people – this will be linked to other occupational risk assessments such as noise/vibration/dusts.
* All personal protective equipment (PPE) will be issued for individual use only.
* No activities should be undertaken in cases where a distance of two metres or one metre + cannot be maintained between the operatives.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working outside | Contracting and spreading of infection | EmployeesContractorsVisitors | 5 | 5 | 25 | Basic infection controls should be followed as recommended by Public Health England:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straightaway.
* Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
* Try to avoid close contact with people who are unwell.
* Clean and disinfect frequently-touched objects and surfaces.
* Do not touch your eyes, nose or mouth if your hands are not clean.
* Usage of pop-up handwashing stations (where possible/installed).
* Teams (including in vehicles) working in cohorts that are as small as possible.
* Wash hands on entry/exit of machinery.
* Windows on machinery can be opened.
* Inside of cabs of machinery should be regularly cleaned.
* Doors/buttons on lifts are regularly cleaned.
* Staff advised to bring their own food to work.
* Undertake Ellis Whittam’s COVID-19 Daily Management Checklist.
* Poster/guidance for employers (business & guidance) displayed.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.Control measures will be revised and updated on a regular basis. Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA), your local association of Town Councils, and the Institute of Cemetery and Crematorium Management (ICCM). |
| Working outside | Contracting and spreading of infection | EmployeesContractorsVisitors | 5 | 5 | 25 | Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn.All visitors, including contractors and members of the public, will be encouraged to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. Staff have been encouraged to wear face coverings in areas that are open to the public and where they are likely to come into close contact with a member of the public, unless they have an exemption.Employees using face coverings will be encouraged to:* Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
* When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.
* Change their face covering if it becomes damp or if they have touched it.
* Continue to wash their hands regularly.
* Change and wash face coverings daily.
* If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.
* Practise social distancing wherever possible.
 |  | 5 |  |  |
| Working in the Town Council | Contact with visitors/contactors to site | EmployeesContractorsVisitors | 5 | 5 | 25 | All contractors expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.Contractors only allowed on site if the work cannot be completed at another time. Contractors instructed to keep two metres away from all other persons at all times. Where this is not possible, a distance of one metre + (one metre with risk mitigations) will be adhered to.Contractors provided with handwashing facilities.Contractors supervised at all times.  |  | 5 |  |  |

|  |
| --- |
| Risk/Priority Indicator Key |

|  |  |  |
| --- | --- | --- |
| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

|  |
| --- |
| Review Record  |

|  |  |  |
| --- | --- | --- |
| **Date of Review**  | **Confirmed by** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

|  |  |  |
| --- | --- | --- |
| **Employee Name (Print)** | **Employee Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |