



**HEALTH & SAFETY
CORONAVIRUS-COVID19
RISK ASSESSMENT & METHOD STATEMENT (OFFICE)**

SITE ADDRESS:	Haydon Wick Council Offices, Thames Avenue, SN25 1QQ (OFFICE)	
DATE:	18 th June 2020	Review date: Monthly (or sooner if guidance changes)
DAY TO DAY MANAGEMENT OF THE OFFICE:	<p>Georgina Morgan-Denn – Clerk and RFO (Responsible for Staff: 3 office staff and 10 POST)</p> <p>Sandra Kelly – P&F Committee Officer and Deputy RFO (Responsible for Office Management and Cleaner)</p> <p>Overall Staffing & Resourcing Decisions - Georgina Morgan-Denn - Clerk & RFO</p>	
PURPOSE FOR THE COMPANY REMAINING OPEN	<p>Employers are required by law (Management of Health & Safety at Work Regulations 1999) to protect their employees, and others, from harm.</p> <p>During Covid-19 we aim to maintain communications with residents, to accept deliveries and to enable the business to function as near to normal as possible</p>	
HEALTH & SAFETY:	<p>The Council have considered the main guiding principles when drawing up this document - the 5 steps to working safely include:</p> <ol style="list-style-type: none"> 1. Carrying out a Covid-19 review of potential risks 2. Developed cleaning, handwashing and hygiene procedures 3. Enabled staff to work from home (where possible) 4. Maintaining social distancing guidelines 5. Where social distancing is not possible, how the risks can be managed, practically <p>This is dynamic situation and needs to be reviewed regularly. Health & Safety requirements of any working environment must not be compromised during this crisis.</p> <p>If a task or activity cannot be undertaken safely due to lack of supervision, competent employees, ability to wash hands/clean surfaces or social distancing, it should STOP IMMEDIATELY.</p>	

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RISK ASSESSMENT PROCESS	<p>Consulted:</p> <ul style="list-style-type: none"> • Government websites • Staff • National Association of Local Councils • Insurance providers
POTENTIAL HAZARDS INCLUDE:	<ul style="list-style-type: none"> ▪ Spread of the COVID-19 (Coronavirus) ▪ Lack of cleanliness – both personal and within the environment i.e. wash rooms, door handles, kettles. ▪ Current social distancing guidelines not being observed ▪ Someone carrying the disease but not showing symptoms ▪ Lack of communication ▪ Mental health issues as a result of the crisis
ESSENTIAL TRAVEL:	<p>Clerk will provide employees with a form of ID and/or a letter of business needs, to demonstrate the journey is essential.</p>
EMERGENCY PROCEDURES:	<p>If a worker develops symptoms of Covid-19 they should be sent home, and the rest of the workforce informed immediately.</p> <p>Further control measures may apply (i.e. deep clean and partial or total site closure to be considered)</p>
WELFARE FACILITIES:	<ul style="list-style-type: none"> ▪ A regular cleaning regime has been implemented within the office, meeting rooms, kitchen and public areas. ▪ Employee lunchbreaks will be staggered to ensure social distancing ▪ Poster displayed to advise all to wash hands, social distancing and to not touch the face ▪ Only employees and visitors with prior permission will be permitted access. ▪ Employees are to wash their hands when arriving at site and regularly throughout the day. ▪ Desk screens fitted to add further protection
MONITORING:	<p>Georgina Morgan-Denn will monitor employee compliance and working practices for any unsafe acts or working conditions. In addition, staff have been told to social distance, and failure to conform will lead to an operative being asked to leave site.</p>



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	Sandra Kelly is nominated to check Government updates and ensure that safe working plans and risk assessments are updated accordingly and is nominated to check updates from Clerk and the Council, issuing advice out accordingly.
EMERGENCY ARRANGEMENTS:	<p>If you need medical help for any reason, you can attend a GP surgery, pharmacy or hospital.</p> <p>If you have symptoms of coronavirus (including but not limited to a high temperature or a new, continuous cough), you must self-isolate immediately.</p> <p>Please refer to the latest advice provided on Gov.uk or NHS.co.uk</p>
PPE	<ul style="list-style-type: none"> - Items available include disposable masks and gloves. - Ensure PPE is disposed of safely PPE after use.
FURNITURE & EQUIPMENT:	<p>All office furniture, equipment, door handles and key pads should be cleaned at the end of each day. Wear gloves during the day when using office equipment (i.e. photocopier, franking machine, safe, cupboards).</p> <p>Furniture in the meeting rooms and door handles should be cleaned down before and after use.</p> <p>Kitchen – wear gloves and/or wipe down or wash all items used.</p> <p>Washrooms – wipe down seat, flush and door handles upon leaving</p>
VISITORS	No residents, Councillors, Contractors or other external visitors to be given access to the building unless by prior authorisation (i.e. deliveries, collections, maintenance to machinery, etc). Office door to remain locked, signage posted up to advise how visitors can either leave items/papers/information or contact us further.
DON'T FORGET	Infected people without symptoms might be driving the spread of coronavirus. Keep alert and a safe distance

Note: This risk assessment will be regularly reviewed in line with Government advice or announcements



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BRIEFING REGISTER:	This method statement has been read and understood by:	
NAME	SIGNATURE	DATE

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HWPC STAFF – OFFICE WORKING ARRANGEMENTS					
Item	Hazards:	Associated Risk	People At Risk	Existing Controls	Residual Risk
1	Individual Knowledge / Management	Staff absences: Flu Symptoms & Illness Serious Illness Death in most serious cases	ALL	<ul style="list-style-type: none"> ▪ All employees briefed and aware of the UK Government / Public Health England guidelines on the symptoms of COVID-19 ▪ All employees to follow UK Government / Public Health England Guidelines regarding the prevention of spreading the virus ▪ All employees who have COVID 19 symptoms MUST self-isolate as per the recommended NHS 111 guidelines ▪ Company guidelines circulated to all employees ▪ Staff passwords to PCs kept in a locked safe should access to individual's PCs be required. ▪ Remote laptop in the office set up for home workers to connect into the central server. Office staff have individual laptops to work from home with. Work mobile phones provided. 	Moderate
2	Contact with third Parties / Public	Cross contamination of virus	All	<ul style="list-style-type: none"> ▪ Parish guidelines circulated to all employees. Signage put up in building advising on cleanliness procedures and social distancing. 	Moderate

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				<ul style="list-style-type: none"> ▪ All office staff have available to them: hand sanitiser/wipes, gloves, and face coverings as required ▪ Social distancing (as per Government's current guidelines) MUST ALWAYS be maintained. ▪ Signage on the front door to advise residents/callers the office is closed and to use other means of i.e. email, telephone or put a letter in the post box for their query ▪ Discouraging visitors who are given access to the building from touching any surfaces and avoid signing for goods. Hand sanitising gel and wipes will be made available. ▪ Sanitising public areas regularly ▪ ALL site specific COVID-19 / social distancing procedures to be followed ▪ Social distance measurements marked out using tape inside the building (if necessary) ▪ Additional cleaning procedures introduced (See Method Statement for details) ▪ Any members of POST coming into the office to wear face masks 	
3	COVID-19 Symptoms	Personal Illness Infecting Others	All	<ul style="list-style-type: none"> ▪ Daily temperature checks will be carried out when staff arrive for work. And any visitors to the office. Anyone displaying a temperature above 37.8 will be advised to leave. 	Substantial

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				<ul style="list-style-type: none"> ▪ Any employee with suspected COVID-19 symptoms and has been instructed to self-isolate, must adhere to the Public Health England guidelines ▪ Any employee that has a family (or household) member with symptoms & has been instructed to self-isolate, must adhere to the Public Health England guidelines ▪ Work tasks to be rescheduled or arrangements to be made for home working to complete urgent tasks 	
4	Office Furniture and Equipment	Contamination Infecting Others	Employees 3 rd Parties	<ul style="list-style-type: none"> ▪ ONLY use own stationery and equipment to complete tasks. DO NOT share ▪ Transfer phone calls – DO NOT pass over phone handsets ▪ Wipe down equipment (i.e. photocopier) after use ▪ Notices to be put on tables & chairs that have been used in the meeting rooms to alert the cleaner that they need sanitising 	Moderate
6	Arrival and working at Office site (ALL STAFF)	Spread of Virus	Employees	<ul style="list-style-type: none"> ▪ Now sneeze screens are in place, maximum of three members of staff to work in the downstairs office at the current specified distance ▪ Temperature to be taken of staff arriving for work ▪ Additional staff can work in the upstairs and downstairs meeting rooms. 	Tolerable

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				<ul style="list-style-type: none"> ▪ One person to work in the Clerk's office (if not the Clerk, prior agreement must be sought). ▪ Arrangements have been made to allow home working staff. Rota implemented outside of lockdown periods ▪ Parks & Open Spaces Team (POST) to only come as far as the Reception window to liaise with office staff and must wear a face covering ▪ social distancing to be observed at all times ▪ Keep internal doors and windows open to allow free flowing of air ▪ All employees to wash their hands on arrival onto site and before they leave the site, as well as at regular intervals prior to eating, smoking, drinking etc. ▪ Regularly clean common areas - special attention to regularly used surfaces such as worktops, door handles etc 	
7	Handwashing/Washing of cutlery/crockery	Spread of the Virus	Employees	<ul style="list-style-type: none"> ▪ Ensure soap, water and hand sanitiser readily available and kept topped up ▪ Regularly clean the hand washing facilities and check soap / sanitiser levels so refills can be arranged before running out ▪ Regularly empty rubbish bins of hand towels ▪ Paper towels or hand driers to be used, rather than cloth drying towels. ▪ Wipe down work surfaces and equipment (i.e. kettle, toaster, microwave) ▪ Crockery to either go in dishwasher or hand washed and left to air dry 	Moderate

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8	Toilet Facilities	Spread of the Virus	Employees	<ul style="list-style-type: none"> ▪ Should POST need to use the washroom facilities at the offices, use the one closest to the front door and wipe down toilet seat, the flush and door handles after use. Office staff to use the washroom closest to the kitchen and wipe down as above. ▪ Wash hands before and after using the facilities ▪ Regularly clean the toilets 	Moderate
9	Welfare and Eating Arrangements	Spread of the Virus	Employees	<ul style="list-style-type: none"> ▪ Break and lunchtimes will be staggered ▪ Hand cleaning facilities available in the kitchen, employees to wash hand before eating ▪ Employees should sit at the distance as per the current government guidelines ▪ Employees should clean the area where they have been sitting ▪ All rubbish should be put straight in the bin and not left for the cleaner to tidy up 	Tolerable
10	Cleaning	Spread of the Virus	Employees	<ul style="list-style-type: none"> ▪ Updated cleaning schedule to include: ▪ Clean all touch points regularly and thoroughly including: <ul style="list-style-type: none"> ▪ Taps and washing facilities ▪ Toilet flush and seats ▪ Door handles and push plates ▪ Hand rails ▪ Machinery and equipment controls including keys ▪ Meeting room tables and chairs as required 	Moderate

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ROOM HIRE ARRANGEMENTS (once Council have approved opening of bookings)					
Item	Hazards:	Associated Risk	People At Risk	Existing Controls	Residual Risk
11	Third parties/hirers	Spread of the virus	Employees & third parties	<ul style="list-style-type: none"> ▪ Temperature checks will be carried out as participants arrive. Anyone displaying a temperature above 37.8 will not be permitted. ▪ Only one space to be hired out (to avoid people crossing over on the stairs and coming into contact in corridors) ▪ Meeting room to accommodate the appropriate numbers of people in line with social distancing guidelines ▪ Tables spaced out to reflect social distancing guidelines ▪ Meeting rooms to be cleaned/surfaces & chairs to be wiped down before and after each booking ▪ Windows to be kept open to allow for free flowing air ▪ Hirers to bring in their own refreshments and face coverings ▪ Cutlery and crockery can be provided and these will be put into the dishwasher after each hire. ▪ Hot water urns can be provided and will be wiped down after use and cooling ▪ One person in the kitchen at any time ▪ Toilets to have a system in place so that users of the facilities can clearly see if they are vacant before entering Reception area ▪ Hand sanitisers fitted outside of each meeting room and at Reception 	Moderate

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Item	Hazards:	Associated Risk	People At Risk	Existing Controls	Residual Risk
				<ul style="list-style-type: none"> ▪ Gloves and disinfectant wipes available ▪ Antibacterial hand wash in toilets ▪ Signage on hand washing recommendations 	
COMMUNITY BUS (when back in service)					
12a	Users of the service	Catching virus	Senior citizens – vulnerable age group and volunteer drivers	<ul style="list-style-type: none"> ▪ When to re-commence the service will be reviewed regularly and will follow Government guidelines and advice ▪ Bus to remain unused and only taken out to maintain road worthiness ▪ Deep clean taken place and once operational again, cleaned after each trip. Only one trip to be undertaken per day so that the cleaner is able to deep clean after use. ▪ Once operational, users to provide their own face coverings and sanitisers ▪ Passengers to use same seats on inward and outward journeys 	Intolerable
12b	Volunteer drivers	Catching virus	Drivers and passengers	<ul style="list-style-type: none"> ▪ Regular hand washing with soap and water or hand sanitizer ▪ Protective plastic screen between passenger and driver ▪ Bus will be deep cleaned between each trip ▪ Spare masks, gloves will be provided in case of emergency ▪ Sanitisers and wipes will be made available ▪ Box to be provided for depositing payments 	Intolerable

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WORKING FROM HOME					
Item	Hazards:	Associated Risk	People At Risk	Existing Controls	Residual Risk
13	Safe working environment	Accident/injury in the home		<p>Member of staff to undertake their own risk assessment of their working environment. Such as and where possible:</p> <ul style="list-style-type: none"> ▪ An area should be set aside form the rest of the living space to ensure that you are able to work from home without distractions, ▪ Your home office should have adequate space for you to work safely and comfortably from ▪ Desk should be large enough to accommodate the equipment and paperwork ▪ Sufficient storage and your workspace should be organised so equipment is close to hand, ▪ Work area should be well lit, with natural lighting if possible, ▪ Equipment and sockets should be situated to avoid potential trip hazards, ▪ Visually check cables of any electronic equipment supplied and report any defects. ▪ Council to provide equipment required to work from home such as office chairs and accessories, mobile phone and laptop (ONLY to be used by the member of staff 	Tolerable

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		Mental health and well being		<p>and for Council business); keyboard; office chair.</p> <p>In addition:</p> <ul style="list-style-type: none"> ▪ Take regular breaks ▪ Daily staff catch ups via Teams ▪ Rota to be implemented for rotating office working if required <p>NOTE: As a home-worker you are responsible for keeping all documents and information associated with the council secure at all times.</p>	
CLEANING					
14	Health & Safety of member of staff	Catching virus	Cleaner	<ul style="list-style-type: none"> ▪ Provided with gloves, face covering and appropriate cleaning materials ▪ Working outside of office hours to avoid contact with staff ▪ Cleaning plan in place ▪ Regular communication with line manager to ensure all equipment necessary is provided and duty of care is being followed 	Tolerable

Version control

HWPC Office Risk Assessment (Covid-19)	Georgina Morgan-Denn Clerk to Council	Adopted at Full Council 23rd June 2020 FC 028.9 Updated 2 September 2020; 30 November 2020
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HEALTH & SAFETY – CHECKLIST COVID19 (completed weekly by Finance Officer)

Office: Covid-19 Check list

Week Commencing: _____	Monday		Tuesday		Wednesday		Thursday		Friday	
Only essential employees on site										
Only essential visitors on site										
Soap / Hand Sanitizer / Wipes / Blue Paper Towels Top-Up										
Staggered breaks & lunchbreaks in place (not reqd)										
Social Distancing being observed										
Social distancing measures marked out in place for high risk areas (only staff in so not reqd as they take a/c of social distancing)										
Staff wear gloves and masks as reqd										
	AM	As reqd during the day	AM	As reqd during the day &	AM	As reqd during the day	AM	As reqd during the day	AM	As reqd during the day &
Thorough Cleaning Regime:	Cleaner does Fri (eve)	By Office Staff	By Office Staff	Evening by Cleaner	Cleaner does Tues (eve)	By Office Staff	By Office Staff	By Office Staff	By Office Staff	Evening by Cleaner
▪ Taps and washing facilities										
▪ Toilet flush and seats										
▪ Door handles and push plates										
▪ Hand rails										

HEALTH & SAFETY – CHECKLIST COVID19 (completed weekly by Finance Officer)

▪ Furniture and equipment controls										
▪ Tables/chairs, kitchens										
Any notifications of someone falling ill?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Reason for remaining open										
Management Sign Off										

This Policy aligns with Swindon Borough Council (30 June 2020 v1) Local Management Outbreak Plan produced by Public Health Team to be found here: M:\Policy & Finance\current policies

APPENDIX 1 RISK ASSESSMENT METHODOLOGY

Potential hazards which have been identified are each given a “risk rating” based on the “likelihood and severity” using a 4 x 4 matrix as shown below. Proposed actions are identified, which mitigate each task hazard. The risk rating is then re-evaluated, assuming implementation of the control measure.

The four levels of “severity” are fined as:

HARMLESS	Not known to cause any harm
SLIGHTLY HARMFUL	Superficial injuries, dust irritation, temporary discomfort
HARMFUL	Lacerations, burns, concussion, sprains, RIDDOR reportable
EXTREMELY HARMFUL	Amputations, major fractures, fatal injuries

The four levels of “likelihood” are defined as:

EXTREMELY UNLIKELY	Not known to have happened at work. Frequency of occurrence is much less that once in 10 years.
HIGHLY UNLIKELY	Frequency of occurrence is less that once in 10 years.
UNLIKELY	Has happened before and/or is likely to occur within next 10 years
LIKELY	Event to be expected within the next 12 months

The matrix of severity and likelihood to determine the “risk rating” is defined as:

	EXTREMELY UNLIKELY	HIGHLY UNLIKELY	UNLIKELY	LIKELY
HARMLESS	NO RISK	TRIVIAL	TRIVIAL	TOLERABLE
SLIGHTLY HARMFUL	TRIVIAL	TRIVIAL	TOLERABLE	MODERATE
HARMFUL	TRIVIAL	TOLERABLE	MODERATE	SUBSTANTIAL
EXTREMELY HARMFUL	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE

The definitions for the “risk ratings” are defined as:

NO RISK	No action required. No documentary records kept other than risk assessments.
TRIVIAL	No action required. No documentary records kept other than risk assessments.
TOLERABLE	No additional controls are required. Considerations may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MODERATE	Efforts should be made to reduce the risk, but costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
INTOLERABLE	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.