



**Potential Hazard: Contracting COVID-19 (Coronavirus)**

**Who is likely to be injured/at risk? Employees/Councillors/Members of the Public**

**The Likelihood of the Risk of Contracting Covid-19 is: Likely**

**EVERYONE (EMPLOYEES/COUNCILLORS/MEMBERS OF THE PUBLIC) IS TO ENSURE THAT THEY TAKE RESPONSIBILITY FOR THEIR OWN PERSONAL SAFETY AND TO ENSURE THAT THEY MINIMISE THE RISK OF TRANSMITTING THE VIRUS TO ANYONE ELSE, EITHER PERSONALLY OR THROUGH THEIR ACTIONS AT ALL TIMES.**

| <b>Is the risk controlled?<br/>Existing controls, procedures [AS AT<br/>27/03/2020]</b>  | <b>What further action could be taken to<br/>reduce the risk?</b>  | <b>Action to be<br/>taken by</b>               | <b>17/06/2020<br/>UPDATE</b>   |
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| <p>Continue to follow up-to-date Government advice in respect of social distancing (currently 2 metres), self isolation and constant reference to workers listed as being in key roles.</p> <p>Employees who are in vulnerable categories should highlight these issues to their line manager immediately to agree suitable arrangements.</p>                                | <p>Low to medium stock of anti-bac surface cleaner and hand gel to be retained on a rotating basis incase of future pandemics.</p> <p>Educate all Employees and Councillors on the signs and symptoms of Covid-19 to promote early recognition.</p> <p>Encourage those who are ill or who are feeling unwell to remain at home.</p>                            | <p>Clerk /<br/>Employees /<br/>Councillors</p> | <p>Perspex screen fitted between office desks for Clerk and Assistant Clerk.</p>                         |
| <p>Councillors who are at particular risk (either personally or due to residing with vulnerable person/s) of the adverse effects of Covid-19 should reduce their exposure immediately by offering apologies for any missed meetings and should not have any further contact with members of staff, members of the public or fellow councillors through council business.</p> | <p>Ensure that if employees are redeployed to unfamiliar tasks or to lone/remote working as a consequence of a depleted staff resource due to sickness absence, appropriate Health and Safety effects should be considered. Appropriate training should be given to anyone carrying out unfamiliar tasks. Risk assessments may need reviewing accordingly.</p> | <p>Councillors /<br/>Clerk</p>                 | <p>Anyone showing symptoms should self-isolate in accordance with the current government guidelines.</p> |

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| <p>Employees in office use anti-bac hand sanitiser. Anti-bac surface cleaner to be used on surfaces from the building's front door throughout the office space and within the disabled toilet facilities (this list is not exclusive and common sense should be applied).</p> <p>Anti-bac hand scrub (hospital grade strength) to be provided to Groundstaff for use out on site. Groundstaff to take supply of water in works vehicle to ensure correct hand cleansing procedure can be maintained.</p> | <p>Similarly, employee absences may create a need for other employees, if appropriate, to work longer hours in order to either keep the activities of the parish council legal and/or to ensure deadlines are met. The Working Time Regulations (1998) must be adhered to at all times.</p> <p>Pandemic effect likely to occur in one or more waves, possibly weeks or months apart. Waves usually last 15 weeks with up to half the population affected in a reasonable worst case scenario.</p> | Employees               | Freestanding hand sanitiser dispenser purchased jointly with landlord to be located in foyer of office.   |
| <p>Daily liaison with staff, where appropriate, to reiterate government advice and advising of any changes to previously disseminated advice.</p> <p>Groundstaff to be provided with anti-bac wipes to wipe down equipment (tools and machinery) when daily tasks have been completed/after use (as appropriate). During a pandemic no swapping of machines is to take place without the equipment being sanitised.</p>  | <p>Business Continuity Management Plan to be created and kept regularly updated.</p> <p>Emergency Plan to be kept regularly updated to include emerging threats.</p> <p>Continue to ensure that accurate expert Government advice is passed on to the public via social media and the parish council website.</p>   | Employees / Councillors | Ongoing.<br><br>Only Head Groundsman to use tools, machinery and vehicle to minimise cross-contamination. |
| <p>Prior to play areas being officially reopened, all gates and areas for potential contamination to be wiped down with anti-bac wipes.</p>  | <p>Groundstaff and any employees of the Council to be reminded that if any members of the public approach within their personal 2m 'safe' zone, to make themselves safe by removing themselves from the current situation, to a safe space/place.</p>   | Employees               | Assistant Clerk to investigate the cost of vandal-proof anti bac dispensers for playareas.                |
| <p>Play areas/parks/recreation facilities/tennis courts etc to be closed in line with Government advice. Appropriate, prominent signage to be displayed.</p>   |   | Employees               | Groundsman has padlocked the tennis court gates and security tied the playarea gates shut.                |

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| <p>Groundstaff to continue to check that facilities are in a safe state during the period of 'lockdown' i.e. securely chained off, signage still displayed and legible, no hazards (such as broken glass, dead rodents or dog mess) in the fenced in play areas. Weekly and monthly checklists to continue to be completed accordingly to reflect the current situation. Checklists to be retained by the office in accordance with the document retention policy.</p> | <p>If any staff member experiences any antisocial behaviour (not exclusively, spitting, deliberate coughing, verbal abuse) staff are expected to make a formal police report as this constitutes a criminal offence. [Staff should, at the first opportunity, make notes of what the person/s clothing and any distinguishing features to assist the police].</p> | <p>Employees</p> | <p>Notices have been replaced where vandalised/ water damaged.</p>   |
| <p>Any users of the work vehicle are to sanitise door handles, steering wheel and gear stick before handing the vehicle over to another user. Ideally, during a pandemic, only one staff member should use the vehicle.</p> <p>NHS/Public Health England notices to be displayed in the office and toilet facilities together with clear advice on hand hygiene to avoid a situation where people risk contaminating themselves.</p>                                   |   | <p>Employees</p> | <p>Only Head Groundsman to use the works vehicle for the timebeing.</p> <p>Clear signage displayed in office toilet facilities.</p> <p>Groundsman has received a hard copy of the risk assessment.</p> |
| <p>Employees reminded to avoid unnecessary hand-to-mouth, hand-to-nose or hand-to-eye contact.</p> <p>Appropriate Personal Protective Equipment (PPE) should be provided - i.e. appropriate gloves if access to hand hygiene facilities is limited, goggles.</p> <p>Staff who have the ability to work from home should do so, when agreed with their Line Manager.</p>  |   | <p>Employees</p> | <p>PPE sourced for Groundsman and Officers - to include masks, gloves and pump action anti-bac dispensers (to be carried in works vehicle).</p>  |

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| <p>Any attendance at non-essential events should be based on current Government advice: Currently all courses cancelled, and all mass gatherings (i.e. meetings) cancelled. Office closed to non-essential attendance i.e. only staff.</p> <p>Consider the practicalities of effective use of social distancing within work environments.</p>  |  | <p>Councillors / Employees</p> | <p>Meetings are currently taking place online.</p> <p>Office remains closed unless Cllrs make an appointment for a specific purpose.</p> <p>Perspex screen purchased and installed between Clerk and Assistant Clerk's desks.</p>                       |
| <p>Encourage the use of web/video conferencing/alternate methods of communication rather than meeting in person.</p> <p>Staff to highlight on social media and our website the severity of the situation to the general public. Staff to also draw attention to community schemes which could help residents within the parish i.e. good neighbour schemes, food box deliveries, etc.</p> <p>Strict personal hygiene (including minimising touching the mouth, eyes and/or nose), coughing etiquette, self monitoring and social distancing should be maintained by all staff and councillors.</p> |  | <p>Employees / Councillors</p> | <p>Cllr Snipp has set up all Cllrs on MSTEams. Cllrs also received Zoom helpsheet.</p> <p>Staff continue to highlight changes to government policy on our social media pages and website, together with local initiatives to support those in need.</p> |

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| <p>Staff to continuously liaise with each other throughout the outbreak during their working hours even if not actively 'out and about'.</p> <p>Staff to notify Line Manager of any symptoms of Covid-19 at the earliest opportunity, i.e. intention to self-isolate for 14 days.</p> |  | <p>Employees</p> | <p>All employees have now returned to working contracted hours. Assistant Clerk is working from home on occasion due to altered school times and lack of alternate childcare.</p> |
| <p>Precept not paid to the parish council on time.</p>  | <p>Clerk to liaise with Guildford Borough Council regularly. Clerk to assess impact on finances on an ongoing basis as the situation develops.</p> | <p>Clerk</p>     | <p>Precept received on time.</p>  |
| <p>RFO is off ill and payments are not able to be made on time.</p>   | <p>It is hoped that a period of grace would be granted by most invoice issuers due to the exceptional circumstances.</p>                           |                  |   |

Name of Assessor: Victoria Fear

Approved and adopted: