**MISTERTON PARISH COUNCIL – CORONAVIRUS RISK ASSESSMENT (Environment)**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| **Spread of Covid-19 Coronavirus**  (Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.) | * Environmental Staff (Handyman) | **Hand Washing**   * Hand washing facilities not readily available outside * Hand sanitisers in any area where washing facilities not readily available * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods.  **Social Distancing**  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  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  **Wearing of Gloves**  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.  **PPE**  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  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises the Clerk will contact the Public Health Authority in accordance with any guidance to identify people who have been in contact with them and will take advice on any additional actions or precautions that should be taken.  **Driving**  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Deliveries**  Access to any Council premises to be limited where possible  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap where possible.  Hand sanitiser to be supplied due to lack of hand washing facilities around the town when working.  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.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Checks will be carried out where possible by line managers to ensure that the necessary procedures are being followed.  Antibacterial wipes to be supplied to wipe over any work equipment  Staff to be reminded of the importance of social distancing (2m) including outside around the public.  Staff only work limited hours per week and no public transport used  Unable to work from home but work schedule is flexible over the week. Social distancing fairly easy as works alone outside.  Gloves are provided to staff due to nature of the work.  Additional disposal gloves to be supplied but  staff to be reminded that wearing of gloves is not a substitute for good hand hygiene  Staff advised not to pick up litter by hand only via the litter picking equipment.  Not a health care setting so specific additional PPE not required. Staff can be invited to use cloth masks where appropriate (indoor areas).  Social distancing and hand hygiene implemented.  Staff advised to stay at home if symptomatic and advise the Clerk immediately.  Additional cleaning to be arranged where positive cases reported from staff.  Staff don’t travel to work (local) and don’t have access to Council vehicles  Deliveries to be contactless.  Clerk/Library administrator to take delivery of any goods for environmental staff where possible    Internal communication channels and cascading of messages through Clerk will be carried out regularly to reassure and support employees in a fast-changing situation.  Clerk will offer support to staff who are affected by Coronavirus or has a family member affected if required.  Regular communication of mental health information and open-door policy for those who need additional support. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk    Clerk    Clerk  Clerk  Clerk  Clerk  Clerk/Administrator  Clerk | 30th May  30th May  30th May  ongoing  30th May  30th May  13th May  30th May  ongoing  ongoing  ongoing  ongoing  ongoing | N/A    Yes |

Dated 13th May 2020 Undertaken: A Harrison, Parish Clerk

Review: 13th November 2020 (or as required if sooner)