Risk Assessment Misterton Parish Council The Misterton Centre

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| Contracting or spreading coronavirus by not washing hands or not washing them adequately | * Staff
* Members of public
* Customers
* Contractors
* Delivery drivers
* Councillors/Volunteers
 | Provision of guidance on cleaning, hygiene and hand sanitiser Provision of suitable soap and drying facilities at washing facilities e.g. paper towels/ hand dryersProvision of information on how to wash hands properly and display posters · [See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/](file:///C%3A%5CUsers%5Cthemi%5CDownloads%5CSee%20hand%20washing%20guidance.%20https%3A%5Cwww.nhs.uk%5Clive-well%5Chealthy-body%5Cbest-way-to-wash-your-hands%5C)Assess wash facilities to ensure adequateProvide hand sanitiser for the occasions when people can’t wash their hands  | - Monitoring and supervision to make sure people are following controls – Put signs up to remind people to wash their hands and not touch their faces- Provide information to staff/volunteers about when and where they need to wash their hands Adequate wash facilities available Hand sanitiser inside the main door for staff//contractors as needed | Office administrator/Clerk Office administrator Office administratorOffice administrator | 27th July 202027th July27th July27th July  | Ongoing24th July24th July24th July |
| Getting or spreading coronavirus in common use high traffic areas such as corridors, rest rooms, toilet facilities, entry/exit points to facilities, other communal areas | * Staff
* Members of public
* Customers
* Contractors
* Delivery drivers
* Councillors/Volunteers
 | Areas identified where:* people will congregate, e.g. rest rooms, reception, meeting rooms, kitchen etc

- there are pinch points meaning people can’t meet the social distancing rules e.g. doorways, storage areas* people will touch the same surfaces, such as in kitchens
* Provide lockers for people to keep personal belongings
 | Maximum occupancy for each room established to meet social distancing guidance at 2m. Suitable signage highlighting social distancing guidanceFacilities/furniture reorganised so social distancing rules can be met. (Hot desking to be avoided)Face coverings to be worn by all visitors/publicOne way system in place to avoid congestion and ensure social distancingWindows and doors to be left open when possible to assist ventilation Clean the locker doors and key once they have been used so staff and volunteers /visitors can keep items safe Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems  | The Clerk/ Office Administrator Office AdministratorClerk/Office administratorClerk/Office administratorClerk /Office Administrator Office administratorOffice Administrator  | 27th July 202027th July 2020Ongoing27th July 2020OngoingOngoingOngoing | 24th July 202024th July 202024th July 2020 |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | * Staff
* Members of public
* Customers
* Contractors
* Delivery drivers
* Councillors/Volunteers
 | High use surfaces identified e.g, door handles, key pads, light switches, shared equipment.Assessment of frequency and level of cleaning and by whom (e.g staff/volunteers)Suitable cleaning products (e.g. surface wipes/sprays) sourced and maintained with accounts with suitable providers. Additional arrangements to clean if someone develops symptoms of coronavirus in work. | Equipment not to be shared. Individual computers for TMC and no sharing of cups/food drinking implements with individual sachets etc. Provide information telling people who need to clean and when. None Additional deep cleaning where positive case identified by someone who has used the premises Monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented | Clerk /Office AdministratorOffice administratorOffice Administrator /Notts CCNCC cleanersClerk /Office Administrator/Notts CC  | 11th August 202011th August OngoingOngoingOngoing | 31st July 2020 |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | Staff/workers | Regular keep in touch meetings/calls with people working at home to talk about any work issues - Open talks with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Keep staff updated on what is happening so they feel involved and reassuredDiscuss the issue of fatigue with staff and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours | - Share information and advice with staff/volunteers about mental health and wellbeing - Occupational health referral if personal stress and anxiety issues are identified  | Clerk/Office administratorClerk /Office Administrator Clerk/Office administratorClerk/Office administrator | 11th August 2020OngoingOngoingongoing |  |
| Contracting or spreading the virus by not social distancing |  | Guidance on social distancing provided.Places identified where, under normal circumstances, workers would not be able to maintain social distancing rules with limits placed on use of toilets etcSignage in place to remind people to social distance Furniture moved and work areas rearranged to avoid congestion and pinch points One way system in placeMeetings held virtually rather than face to-face where possible  Limit on the number of people on site at any one time/staged working times. Appointments encouraged with allocated time slots for customers Sneeze screen at reception Side-by side rather than face-to-face when working. Other specific PPE not required as not a healthcare setting  | Arrangements to monitor and supervise to make sure social distancing rules are followedNone | Clerk/Office Administrator  | Ongoing |  |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| Poor workplace ventilation leading to risks of coronavirus spreading |  | Maintain air circulation systems in line with manufacturers’ recommendations | No mechanical circulation systems on site but doors and windows to be kept open where possible to promote good ventilation  | Clerk/Office Administrator  | Ongoing |  |
| Increased risk of infection and complications for vulnerable workers | Staff/Workers | Awareness of the need to protect those that classed as vulnerableAwareness that there are groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) | Put systems in place so staff know when to notify you that they fall into one of these categories* Extremely vulnerable
* Those self-isolating
* Those with symptoms of coronavirus

Discuss with employees what their personal risks are and identify what you need to do in each caseIdentify how in one of these categories will work in line with current government guidance  If they are coming into work  identify how you will protect  them (distancing/hygiene)  | The Clerk/Office Administrator  | 11th August |  |
| Exposure to workplace hazards because it isn’t possible to get normal personal protective equipment (PPE)  | Staff | Face coverings are not PPE and are not required to be worn in the workplace by staff but where people choose to wear them, they are supported. Specific PPE not required as not a healthcare setting but visors provided for use when dealing with members of the public etc.  | PPE supplies kept under review so you can take action if necessary. None | Clerk /Office Administrator  | Ongoing |  |

Dated 7th August 2020 Undertaken: N Palmer Office Administrator

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