



# COVID – 19 RISK ASSESSMENT

LOCATION	USERS (PEOPLE AT RISK)	HAZARDS	CONTROL MEASURES	ACTION TAKEN	RESPONSIBLE PERSON/S	REVIEW DATE
<b>The Council House</b> Assembly Room Council Chamber Mayor's Parlour Old Court Room Offices Public WC's Staff WC's Kitchens	Staff Members Public Visitors Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact Staff /Member /Public/Visitor/Contractor becoming sick or showing suspected COVID symptoms whilst on premises Staff /Member /Public/Visitor/Contractor becoming sick or showing suspected COVID symptoms within 72 hours of being in the premises.	1) Social distancing – 2m rule implemented by signage and social-distancing floor tape. Room capacity reduced to ensure effective social distancing. Workstations relocated where necessary to ensure 2m distancing between staff. Screens erected where 2m distancing is not practical or possible. 2) Limit access to office area to essential staff only. 3) Test temperatures of staff / contractors / visitors when arriving at office. 4) Cleaning – daily cleaning and disinfecting of surfaces, especially door handles, push plates, light switches, WC's and kitchen surfaces. Workstations, desks, keyboards, telephones, photocopier etc regularly cleaned (at least weekly) by user. Cleaning of facilities after each hirer/event. 5) Anti-bacterial gel stations provided at key locations throughout the building and provision of anti-bacterial wipes. 6) Ventilation – open windows to ventilate rooms (mindful of security requirements) 7) PPE – staff provision and wearing of gloves, face masks, visors and installation of screens where necessary and practicable.	1) Social distancing tape purchased and reception and function rooms marked out. One Way system in place where practicable. 2) Members instructed to stay away from the office. Staff only. 3) Purchased infra-red thermometer. 4) Daily cleaning being undertaken with anti-bacterial products, concentrating on frequently touched surfaces. 5) Anti-bacterial gel stations installed outside Reception Office, outside door to staff kitchen in rear office area and in the lobby area of the ladies and gents' public toilets. Anti-bacterial wipes purchased and made available to staff for regular cleaning of desks and workstations. 6) Ring and hook pole fitted to Front Office and Finance Manager's office. 7) Gloves, face masks and visors purchased for staff use. Glass screen in place between reception and front office. 8) Office staff working from home whenever possible to reduce staff numbers in building. 9) Infra-red taps purchased for all WC's. Will be installed ASAP.	Peter Roberts, Property Manager Claire Adams, Front of House Supervisor David Jenkins, Facilities Officer	Ongoing

			<p>Visitors to be requested to wear face masks and gloves.</p> <p>8) Staff working from home where practicable to reduce numbers in the building at any one time. (refer to lone working risk assessment when applicable – all staff lone working to notify line manager of work location, arrival and departure)</p> <p>9) Non-touch automation of taps, WC flushes and light switches where practicable.</p> <p>10) Hirers to be required to provide CCC with a COVID-19 risk assessment. Event organisers to be briefed on CCC Covid-19 policy and to be responsible for notifying their guests of social distancing, especially in WC's and encouragement to thoroughly wash and dry hands. Kitchen facilities will not be available for any hirers/events until further notice.</p> <p>11) Hirers will be issued with special conditions of hire during COVID-19, in addition to normal hiring terms and conditions.</p> <p>12) Notices will be posted at all entrances/exist of rooms showing what is expected of users to minimise risk of infection.</p> <p>13) When event bookings are taken, the Front of House Supervisor will ensure that there is sufficient time between events for thoroughly cleaning and COVID control measures to be undertaken.</p> <p>14) In the event of anyone becoming ill or showing suspected COVID symptoms</p>	<p>10) Meetings - staff and Council briefings / meetings are being held remotely by Zoom to negate the need for physical interaction.</p> <p>11) Special Conditions of Hire during COVID-19 document produced, to be given to all hirers, along with copy of The Council House COVID-19 Risk Assessment.</p> <p>12) Hirers are required to provide an event specific risk assessment prior to each event and as a condition of hire.</p> <p>13) COVID-19 signage placed in prominent view at all entrances/exist to hire rooms and toilets.</p>		
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<b>Market Cross</b> Seating and Public Area Clock Chamber	Public  Maintenance Officers and staff  Contractors	Airborne contagion  Contagion by fomites on surfaces  Physical contact	<ol style="list-style-type: none"> <li>1) Social distancing – signage and tape, especially on seating area (where practicable and allowed by Historic England as structure has Scheduled Monument status)</li> <li>2) One member of staff/contractor allowed into Clock chamber at any one time.</li> <li>3) Staff and contractors to wear face masks/visors and gloves</li> </ol>		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Market House (Buttermarket)</b> Under full management long lease with Orion (Southern) Ltd	Public  Staff  Contractors	Airborne contagion  Contagion by fomites on surfaces  Physical contact	Site specific COVID-19 risk assessment from leaseholder.	Requested site specific COVID-19 Risk Assessment from leaseholder.	Enzo Macari, Orion (Southern) Ltd (Leaseholder)  Peter Roberts, Property Manager	01/08/20
<b>Allotments</b> Blackberry Lane Durnford Close Florence Road Kingsham Avenue Roman Amphitheatre St James St Pauls Whyke Road	Tenants  Staff  Contractors  Visitors Residential neighbours with shared boundary	Airborne contagion  Contagion by fomites on surfaces  Physical contact	<ol style="list-style-type: none"> <li>1) Social distancing signage, especially at gate and tap locations where people are prone to gather.</li> <li>2) Hand washing signage.</li> <li>3) Limit access to site to tenants and immediate family only.</li> </ol>	<ol style="list-style-type: none"> <li>1) Social distancing signage fixed to all gates and at tap locations, as well as on site notice boards</li> <li>2) Tenants advised in writing to comply with social distancing regulations and that only members of their immediate family (and co-workers) can accompany them to site and they must remain on their own plot. Advice document from National Allotment Association circulated to all tenants by email and posted on gates and notice boards.</li> <li>3) Site compost toilet at St James closed until further notice.</li> <li>4) Bonfires banned on all sites until further notice.</li> </ol>	Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Disused Burial Grounds</b> St Bartholomew's Churchyard Portfield St Martin's Gardens St Paul's Churchyard	Public  Visitors  Staff  Contractors	Airborne contagion  Contagion by fomites on surfaces  Physical contact	<ol style="list-style-type: none"> <li>1) Social distancing signage at gate locations.</li> </ol>	St Martin's Gardens currently closed as small size makes social distancing very difficult.	Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20

<b>The Brewery Field</b>	Public Staff Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact	1) Social distancing signage at gate locations. 2) Social distancing notice on seats	1) Social distancing signage attached to fence by gate from Records Office car park.	Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Litten Gardens</b>	Public Staff Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact	1) Social distancing signage at each gate location. 2) Social distancing signage on seats. 3) Social distancing – allow 2m between operatives when carrying out maintenance tasks. 4) PPE – wear gloves, face mask/visor.		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Cathedral Beds</b>	Public Staff Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact	1) Social distancing – allow 2m between operatives when carrying out maintenance tasks. 2) PPE – wear gloves, face mask/visor.		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Public Seating</b> (including sculpture seats – Keats / Unity)	Public Staff Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact	No practicable control measures		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Cycle Racks</b>	Public Staff Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact	No practicable control measures		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Planters</b>	Public Staff Contractors	Airborne contagion Contagion by fomites on surfaces Physical contact	No practicable control measures		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Bus shelters</b> (Market Avenue x 2)	Public Staff	Airborne contagion	Social distancing signage inside shelters.		Peter Roberts, Property Manager	01/08/20

	Contractors	Contagion by fomites on surfaces  Physical contact			Stephen Holman / Stephen Hawkins, Property Maintenance Officers  Clear Channel operatives	
<b>Ward Boards</b>	Public  Staff	Airborne contagion  Contagion by fomites on surfaces  Physical contact	<ol style="list-style-type: none"> <li>1) PPE – wear gloves, face mask/visor when arranging content.</li> <li>2) Cleaning – wipe down surfaces with anti-bacterial wipes prior to and after arranging content.</li> </ol>	Anti – bacterial wipes and PPE provided to all relevant staff.	Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers  Gareth Bowen, Member Services	01/08/20
<b>Maintenance Truck</b>	Property Maintenance Manager and Property Maintenance Officers; Peter Roberts Stephen Holman Stephen Hawkins  Garage technicians	Airborne contagion  Contagion by fomites on surfaces  Physical contact	<ol style="list-style-type: none"> <li>1) Social distancing – driver only in cab. Maintenance Officers to travel to site separately.</li> <li>2) Cleaning – keep cab clean and sanitise steering wheel, gear stick, handbrake and other surfaces with anti-bacterial wipes or anti-bacterial spray.</li> <li>3) PPE – wear gloves, face mask/visor.</li> <li>4) When dropping off truck for service or repair, open windows, wipe down surfaces, including key, and turn off fan. When collecting after service/repair, repeat sanitisation of surfaces and air cab before getting in.</li> </ol>	Anti – bacterial wipes and PPE provided to all relevant staff.	Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20
<b>Maintenance Compound</b>	Property Maintenance Manager and Property Maintenance Officers; Peter Roberts Stephen Holman Stephen Hawkins	Airborne contagion  Contagion by fomites on surfaces  Physical contact	<ol style="list-style-type: none"> <li>1) Social distancing signage at gate location and outside container/site cabin.</li> <li>2) Hand washing signage.</li> <li>3) PPE – wear gloves, face mask/visor if working in close-proximity to another person.</li> <li>4) Ventilation – ensure good ventilation of container/site cabin.</li> </ol>		Peter Roberts, Property Manager  Stephen Holman / Stephen Hawkins, Property Maintenance Officers	01/08/20

	<b>Contractors</b>					
<b>Staff</b>	All Staff	Mental health issues  Posture problems caused by working from home	Regular contact and monitoring by line managers to reduce risk of isolation  Remote assessment of working space to ensure suitable. Equipment provided as necessary.	Weekly Zoom catch-up meeting	Town Clerk  Line Managers; Kim Martin Peter Roberts	01/08/20