



# 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. <b>Visitors to</b>	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><b>be requested to wear face masks</b> 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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