**Coronavirus Risk Assessment Hazlemere Parish Council Office**

**September 2021**

Following a Council office closure or change in operating model due to the coronavirus (COVID-19) crisis, the immediate reaction of many Councils was to reopen their offices as soon as possible. However, it is highly likely that the working environment for the next period will be anything but “business as usual” for Hazlemere Parish Council but also for Staff, Councillors, Volunteers and the Community. It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirements etc.

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| **Area of Risk** | **Risk Identified** | **Action to take to mitigate risks** | **Notes** |
| **Cleanliness** of office and equipment, especially after multiple use in one day | Staff or cleaner not cleaning the office or equipment used to standard required.  | The office is professionally cleaned once a week, staff are responsible for cleaning multi used areas after use e.g. toilet, kitchen, photocopier, files etc Cleaning products to be providedAll staff to keep within their own working area where possible and to use their own computerBins are emptied daily by cleaner |  |
| Managing **Social Distancing** and especially people attending who may be vulnerable | Staff and visitors to not maintain 2m social distancing | Only 1 person to use the kitchen at any one timeHead Warden to remain in lobby area to look at his work book which will be on the stairsAll visitors to be allowed into lobby area onlyPPE Visors and face masks provided for staff PPE screens have been installed in office between the work stations |  |
| **Respiratory hygiene** | Transmission to other members of group | Catch It, Bin It, Kill It. Encourage staff and their visitors to avoid touching mouth, eyes, and nose. Provide paper tissues in toilets and kitchen to be disposed into a bin or disposable rubbish bag, then wash hands for 20 seconds or sanitise hands, particularly after coughing, sneezing and blowing your nose and before you eat or handle food. Sanitizer provided at all entrances and is replaced daily Monday to FridayHirers are encouraged to keep indoor areas well-ventilated with fresh air, To increase the flow of air you can:* open windows as much as possible
* open doors
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| **Hand cleanliness** | Transmission to others | Use sanitiser on entering and exiting the office, wash hands regularly using soap and paper towels. | Soap and towels are replaced daily Monday to Friday |
| **Someone falls ill with COVID19 symptoms**  | Transmission to other members of staff | Follow national guidance on self-isolation |  |
| **Exposure to Coronavirus**  | Clerk is extremely clinically vulnerable | The Clerk will liaise with the Parish Council Chairman and agree extraordinary working arrangements if needed. |  |
| **Visitors to the Office** | Transmission to others | All visitors are advised to observe social distancing measures. An appointment is required to arrange a suitable meeting point, otherwise it will be dealt with through a window. Visitors will be met in either the office lobby (no seating or disabled wheelchair access) or one of the halls, PPE will be offered by way of a disposable mask, if they are not wearing one. Large deliveries will be left on the bench or bench area outside the office for collection by staff. |  |

A Banham

Clerk

27 September 2021