**Coronavirus Risk Assessment**

**June 2020**

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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| **Activity** | **Recommendations** | **Checked** | **Actions/Completed** |
| **Authority to reopen** | Check the UK Government website to ensure the office can reopen. | 11 06 20  19 11 20 | 11 06 20  Rachel and Dave working on site. Ali working from home (shielding) |
| **Sector-specific advice** | Check the UK Government Sector specific advice for local authorities.  https://www.gov.uk/guidance/coronavirus-covid-19-  guidance-for-local-government | 11 06 20  19 11 20 |  |
| **Insurance** | Check with your insurance brokers that your insurance is still in place with your insurance company. | 11 06 20  19 11 20 | Insurance valid |
| **Personnel & staffing** | Consider the staffing requirements for the next period and how the Member of Staff will be trained whilst the Clerk is shielding | 11 06 20  19 11 20 | Temp updating the website and consider how new staff member will be trained whilst the Clerk is shielding |
|  | Consider the effect of any ‘business interruption’ will have. | 11 06 20  19 11 20 | There has been no business interruption – key person insurance |
|  | Consider whether there are any temporary or permanent changes to the way the Council operates:   * a reduced requirement for staff in some areas that could result in redundancies * an increased requirement for staff in some areas * changes to responsibilities / roles * changes to the operating hours and / or locations of work | 11 06 20  19 11 20 | No changes other than listed above. Future consideration needs to be given to provide home workers with all relevant equipment e.g. printer, stationery, light, fan, chair etc. |
| **Activity** | **Recommendations** | **Checked** | **Actions/Completed** |
|  | Consider that some Staff, Councillors, Contractors or Volunteers may now have restrictions such as self-isolating or due to due to family members self-isolating, childcare responsibilities etc. and may need flexible working. | 11 06 20  19 11 20 | Clerk and some Councillors are self-isolating |
|  | Consider if Staff, Councillors or Volunteers with vulnerabilities i.e. underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work. | 11 06 20  19 11 20 | Some Councillors are vulnerable and Clerk is extremely vulnerable |
|  | Consider social distancing requirements and any mitigating actions to reduce the risk of transmission between Staff/Councillors/Volunteers/Visitors/Contractors etc. | 11 06 20  19 11 20 | Rachel is sole worker in office, cleaning taking place weekly at Cedar Barn Complex, tenant not in, Dave is working out the workshop and truck. Deliveries collected from empty Cedar Barn by Councillors.  Tenant has returned and has own risk assessment. Dave is delivering to Councillors. |
|  | Consider increasing the frequency of cleaning procedures. | 11 06 20  19 11 20 | Cleaning reduced due to non-use of halls; office cleaned deeply periodically but only used by Rachel.  Only French teaching is using the hall. |
|  | Consider if you can provide suitable welfare facilities for the staff i.e. consider peripatetic workers. | 11 06 20  19 11 20 | Sole working so not needed. |
|  | Consider limiting Staff congregations at break times i.e. staggered breaks. | 11 06 20  19 11 20 | Sole working so not needed. |
|  | Consider how to communicate to all Staff that they should wash their hands with soap & water for 20 seconds or more at the beginning or end of every break. | 11 06 20  19 11 20 | Staff reminded verbally, self-administration. |
| **Activity** | **Recommendations** | **Checked** | **Actions/Completed** |
|  | Consider reminding staff daily to only come to the office if they are well and no one in their household is self-isolating. | 11 06 20  19 11 20 | Staff reminded. |
|  | Consider the required Personal Protective Equipment to continue with specific tasks. | 11 06 20  19 11 20 | Staff to notify Clerk/Rachel if any additional supplies are required in plenty of time for ordering. |
|  | Consider assigning Staff to different shift patterns to limit social interaction. | 11 06 20  19 11 20 | Dave 6.30 – 9.30 4days 6.30 – 10.30 1 x day  Rachel 9.00 – 15.00 x 4 days |
| **Operating procedures & policies** | Consider operating model changes. For example:   * Taking on more volunteers and creating specific ‘COVID-19 Support Groups’ to tackle the crisis * Adapting an online meeting procedure * More working from home for Staff | 11 06 20  19 11 20 | Councillors on Hazlemere support group.  Zoom meetings being undertaken and Open Spaces Committee and Finance General Purposes Committee amalgamated to Full Council.  Clerk working from home. |
|  | Home working: Consider the needs to provide relevant equipment to ensure staff can work effectively from home. | 11 06 20  19 11 20 | Computer laptop, access to office computer, printer, stationery and Arnold Baker provided from office. Future consideration needs to be given to provide home workers with all relevant equipment e.g. light, fan, chair etc. |
|  | Driving: Consider any changes to driving working hours, vehicle MOTs etc. i.e. vehicles are subject to social distancing restrictions & enhanced cleaning requirements. | 11 06 20  19 11 20 | No changes required, garage is still open and truck has been taken when there was a problem, with all precautions taken as required. |
|  | Travelling to work or sharing: Consider if staff fully understand the requirements?   * Staff should consider alternatives such as walking, cycling and public transport; maintaining 2 metre social distancing. * If an essential journey must be made and there is no option but to share a vehicle with people who are not part of the same household then journeys should be shared with the same individuals and minimum number of people required. * Good ventilation (i.e. keeping windows open) and facing away from each other may help. * Private vehicles used by people from multiple households should be cleaned regularly. | 11 06 20  19 11 20 | Staff drive to work on their own, no shared transport is required. |
| **Activity** | **Recommendations** | **Checked** | **Actions/Completed** |
|  | Welfare: Consider providing suitable welfare facilities for Staff (consider peripatetic workers), volunteers, contractors, delivery persons etc. | 11 06 20  19 11 20 | Not applicable with lone working.  Clerk contacting each staff member at least weekly by phone to check on welfare.  Chairman to contact Clerk by phone on a weekly basis to check on welfare. |
|  | Lone Working: Consider Staff that are lone working due to home working or reduced staffing levels in the office. Consider additional steps to protect them. | 11 06 20  19 11 20 | Mental welfare needs to be monitored carefully by regular weekly phone contact by either Clerk or Chairman. |
|  | Manual Handling: Consider any additional manual handling risks i.e. due to reduced staffing and social distancing. | 11 06 20  19 11 20 | No additional manual handling requirements. |
|  | Wellbeing: Consider the mental wellbeing of staff from isolation or general concerns. Employers should utilise the numerous online resources and guides on how to manage staff wellbeing. | 11 06 20  19 11 20 | Mental welfare needs to be monitored carefully by regular weekly phone contact. (See above) |
|  | Fire: Consider reviewing the fire risk assessment (FRA) and arrangements i.e. a change in staff levels or stock levels that may impact on current fire safety arrangements. Consider maintaining fire arrangements such as servicing, maintenance, training etc. and where buildings are closed consider measures to minimise the risk of arson. | 11 06 20  19 11 20 | Dave still undertaking fire alarm testing on a weekly basis. Fire extinguishers to be serviced and alarm tested post Coronavirus.  Gas Safety and electrical checks have been carried out. |
| **Activity** | **Recommendations** | **Checked** | **Actions/Completed** |
|  | First Aid: Consider changes needed to ensure there is suitable first aid emergency arrangements in place i.e. with reduced staffing levels are the required number of first aiders or appointed persons in place at all times. OVID-19 should be considered specifically in your review. Consider that all Staff are trained how to identify the symptom and what steps to take if an individual/family member shows signs of having the virus? | 11 06 20  19 11 20 | The First Aider is the Clerk, who is not on site; consideration needs to be given if other staff need to receive training post Covid. |
|  | Water (Legionella Risk): Check that upon reopening all water systems have been flushed and taps have been run for a few minutes to flush through stagnant water. | 11 06 20  19 11 20 | This will need to be undertaken when the halls are opened. |
| **Training** | Consider any training certifications that may run out as the Council may not be able to access requalification i.e. First Aid or other statutory training requirements. | 11 06 20  19 11 20 | This will need to be undertaken when the Clerk returns to the office and has access to the staff files.  This will be undertaken post Covid. |
| **Social Distancing** | Follow government guidance https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults | 11 06 20  19 11 20 | Staff area aware of the requirements. |
|  | Review the number of Staff/Councillors/Visitors required in the workplace but maintain a safe working level. | 11 06 20  19 11 20 | Rachel and Dave to consider access to the office and workshop to allow social distancing. |
|  | Consider how Staff can avoid close contact. | 11 06 20  19 11 20 | Lone Working so not applicable but stagger break times. |
|  | Space desks out leave 2 metres in between each desk station. | 11 06 20  19 11 20 | Already 2m apart.  Screens in place |
|  | Consider deliveries location and signing arrangements with suppliers. | 11 06 20  19 11 20 | Deliveries left on bench or in Cedar Barn, no signing required currently. |
| **Activity** | **Recommendations** | **Checked** | **Actions/Completed** |
|  | Ensure all Staff are regularly washing hands in line with government recommendations.  https://www.gov.uk/government/news/publicinformation-campaign-focuses-on-handwashing | 11 06 20  19 11 20 | Staff aware, self monitoring. |
|  | Provide cash handlers with disposable gloves and sanitiser, or leave cash in the light for 72 hours. Gloves should be treated like your hands. Do not touch face, mouth, nose or eyes while wearing gloves and replace frequently. | 11 06 20  19 11 20 | Sanitiser provided; gloves to be ordered.  Disposable gloves available |
|  | Display Screen Equipment (DSE) Employees using DSE in office and at home. Have a break for at least 5 minutes every hour and get up from the desk and move about frequently, avoid awkward postures. | 11 06 20  19 11 20 | Staff noted. |
|  | Clean regularly if space is shared. Some considerations:  • Desk surfaces  • Telephones  • Computer keyboards and mouse/mouse pad  • Photocopier controls  • Chairs/arms  • Door handles  • Light switches  • Window handles  • Selotape tape guns  • Machinery operating handles/controls etc.  • Hand tools  • Any touch surfaces | 11 06 20  19 11 20 | Cleaner currently working for 2 hours a week, in the halls, however the office is also being periodically cleaned. Sole working so cleaning is not as important. Halls are only being used periodically. |
|  | Look out for signs of stress and consider if any identified stress could be as a result of work pressure. If you are concerned about a member of Staff, encourage them to speak to their GP. If it is something that can be addressed due to work pressures, act accordingly. | 11 06 20  19 11 20 | Staff aware. |
|  | How often are staff going to keep in touch and how? What work will they be doing and how long for? Ensure you are completing regular check in’s with them to ensure they are safe and well, otherwise it can lead to employees feeling isolated. Keep in touch as a team, encourage staff to make calls to colleagues and support each other. Have weekly calls to keep in touch. | 11 06 20  19 11 20 | Staff aware. |

A Banham

Clerk

19 11 20