

Coronavirus Risk Assessment Hazlemere Parish Council Office

July 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.

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 provided All staff to keep within their own working area where possible and to use their own computer Bins 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 time Head Warden to remain in lobby area to look at his work book which will be on the stairs All visitors to be allowed into lobby area only PPE Visors and face masks provided for staff PPE screens being installed in office between the work stations	
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage hirers 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 or sanitise hands. Sanitizer provided at all entrances and is replaced daily Monday to Friday	

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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 clinically vulnerable	Clerk work from home until 1 July 2020. From 1 August 2020, the Clerk to work 4 days at home and 1 day in the office, the day to be agreed by Clerk and Clerk's Assistant.	Clerk has moved out of family home to live on her own and has been self-isolating from March to July
Visitors to the Office	Transmission to others	All visitors need to observe social distancing measures. An appointment is required to arrange a suitable meeting point, otherwise and it will be dealt with through a window. Visitors will be meet in either the office lobby (no seating or disabled wheelchair access) or one of the halls, PPE will be issued 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
5 August 2020