

# Tenbury Town Council – The Pump Rooms

## COVID-19 General Workplace & Meeting Risk Assessment

Date: 04.05.21

| What are the hazards?  | Who might be harmed and how?   | What are you already doing to control the risks?  | What further action do you need to take to control the risks?   | Who needs to carry out the action? | When is the action needed by? | Done |
|--|--|---|---|------------------------------------|-------------------------------|------|
| <b>Spread of COVID-19 Coronavirus by not washing hands or not washing hands adequately</b> | <ul style="list-style-type: none"> <li>• Council employees</li> <li>• Councillors</li> <li>• Visitors</li> <li>• Hirers including vulnerable groups.</li> <li>• Contractors</li> <li>• Anyone else who comes in contact in relation to council work</li> </ul> | <u>Hand Washing</u> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap dispensers and water in place</li> <li>• See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with</li> </ul> | Signs in toilets to remind to wash hands for 20 seconds.  |                                    |                               | Done |
|  |  |   | Reminder to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. |                                    |                               | Done |
|  |  |   | Ensure hand washing facilities are replenished.   |                                    | Ongoing                       |      |

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|                       |                              | <p>disposable paper towels<br/> <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <ul style="list-style-type: none"> <li>• Provide hand sanitiser station</li> </ul> | <p>Freestanding hand sanitiser station in entrance hall</p> <p>Gel sanitisers positioned in offices and Assembly Room.</p> <p>Ensure sanitiser is replenished.</p> |                                    | Ongoing                       | Done |

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|--|---|--|--|--|-------------------------------|---------|
| <b>Getting or spreading Coronavirus in commonly used or high traffic areas</b> | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> <li>• Visitors</li> <li>• Hirers</li> <li>• Contractors</li> </ul> | <ul style="list-style-type: none"> <li>• Limit numbers as per Government guidance</li> <li>• Limit numbers in kitchen area to 1.</li> <li>• Use one-way system where possible.</li> <li>• Reduce contact by spacing tables and chairs.</li> <li>• Leave non-fire doors open to reduce contact with doors and help with potentially improving ventilation.</li> </ul> | <p>Monitor and supervision to ensure people are following the controls in place.</p> <p>Ensure people do not congregate at pinch points and corridors.</p> | <p>Town Clerk<br/>Assistant to Town Clerk</p> <p>Councillors</p> <p>Hirers</p> |                               | Ongoing |
| <b>Getting or spreading Coronavirus by not</b>                                 | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> </ul>  | <u>Cleaning</u><br>Daily cleaning surfaces and   | Cleaning diary to monitor cleaning regimes.  | Town Clerk   |                               | Ongoing |

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|---|---|---|---|---|-------------------------------|----------------|
| <p><b>cleaning surfaces, equipment and workstations</b></p> | <ul style="list-style-type: none"> <li>• Visitors</li> <li>• Contractors</li> <li>• Hirers</li> </ul> | <p>objects that are touched regularly in areas of high use such as door handles using appropriate cleaning products.</p> <p>Gloves provided for undertaking cleaning.</p> <p>Reduce as far as possible movement in the building, including no visitors in offices.</p> <p>Where possible work equipment is not to be shared or items cleaned between each user.</p> | <p>Log of cleaning products and request form for replenishing cleaning products.</p> <p>Instruction for users</p> | <p>Town Clerk<br/>Assistant to Town Clerk</p> <p>Town Clerk<br/>Assistant to Town Clerk</p> |                               | <p>Ongoing</p> |

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|-----------------------|------------------------------|---|--|---|-------------------------------|----------------|
|                       |                              | <p>Hirers asked to wipe surfaces down after use.</p> <p>Surfaces to be kept clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Pedal bins provided in toilets and emptied regularly during day.</p> <p>Employees to limit personal items bought into work and keep items out of work areas as far as possible.</p> | <p>Ensure surface wipes are available.</p> <p>Ensure checks carried out daily.</p> | <p>Town Clerk<br/>Assistant to Town Clerk</p> |                               | <p>Ongoing</p> |

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|--|---|---|---|--|-------------------------------|----------------|
| <p><b>Contracting or spreading the virus by not maintain social distancing</b></p> | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> <li>• Visitors</li> <li>• Hirers</li> <li>• Contractors</li> </ul> | <p>Reduce number of persons in areas to comply with social distancing guidelines.</p> <p>Hold meetings virtually where possible.</p> <p>Use one-way systems where possible.</p> <p>Ensure hirers follow Government guidelines on numbers who can attend event.</p> <p>Arrange tables and chairs to allow people to meet social distancing guidelines.</p> | <p>Monitor ensure where necessary social distancing guidelines are being followed.</p> <p>Council meetings to be held face-to-face from 7<sup>th</sup> May 2021 see separate note.</p> <p>Entry through main entrance exit through Well Tower fire exit.</p> <p>Maximum 24 for meetings<br/>1m apart with masks</p> | <p>Town Clerk<br/>Assistant to Town Clerk<br/>Hirers</p> |                               | <p>Ongoing</p> |

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|  |   | Hirers to have set times.<br><br>Side-by-side rather face-to-face                       |   |  |                               |         |
| <b>Poorly ventilated spaces leading to risks of Coronavirus spreading</b>  | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> <li>• Visitors</li> <li>• Hirers</li> <li>• Contractors</li> </ul> | Fresh air is the preferred way of ventilating the workplace. Open doors where possible. |   | Town Clerk<br>Assistant to Town Clerk<br>Hirer   |                               | Ongoing |
| <b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups</b> | <ul style="list-style-type: none"> <li>• Employees</li> </ul>   | Identified employee who is clinically vulnerable and followed Government guidelines     |   | Town Clerk<br><br>Council if Town Clerk          |                               | Ongoing |
| <b>Develop symptoms of Coronavirus</b>   | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> <li>• Visitors</li> </ul>  | If anyone becomes unwell with a new continuous cough or a high                          |   | Town Clerk<br>Assistant to Town Clerk<br>Council |                               | Ongoing |

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|                       | <ul style="list-style-type: none"> <li>• Hirers</li> <li>• Contractors</li> </ul> | <p>temperature, they will be sent home and advised to stay at home and follow the relevant guidance.</p> <p>If anyone has developed COVID-19 and were recently on the premises Public Health will be contacted and advice taken on any actions or precautions that should be taken.</p> <p>Council to promote mental health and wellbeing to Council staff.</p> |   |                                    |                               |      |



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|--|---|---|---|---|-------------------------------|---------|
| <b>Spread of virus from Hirers</b>                           | <ul style="list-style-type: none"> <li>• Hirers</li> <li>• Employees</li> </ul>                                       | Hirers to provide COVID-19 Risk Assessment  | <p>Monitor to ensure guidelines are being followed.</p> <p>Provide Council instructions on cleaning and use of areas.</p> | Town Clerk<br>Assistant to Town Clerk                                 |                               | Ongoing |
| <b>Spread of coronavirus due to holding Council meetings</b> | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> <li>• Members of the public</li> </ul> | <p>Ensure hand sanitiser is available in entrance and meeting room.</p> <p>Ensure surfaces have been cleaned.</p> <p>Ensure the meeting room is well ventilated.</p> <p>Keep meeting time as short as possible.</p> |   | <p>Town Clerk<br/>Assistant to Town Clerk</p> <p>Chair of meeting</p> |                               | Ongoing |

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|                       |                              | <p>Meetings should only be attended by participants who are necessary.</p> <p>Avoid transmission during meetings by avoiding sharing pens, documents and other objects. If possible, do not bring items into the meeting.</p> <p>Side-to-side seating rather than face-to-face whenever possible.</p> <p>Use of face masks and other PPE.</p> | <p>Disposable masks to be provided.</p>                       | <p>All attending</p>               |                               |      |

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|------------------------------|--|---|---|------------------------------------|-------------------------------|----------|
|                              |  | Signage to remind social distancing guidelines apply to all parts of the building |   |                                    |                               |          |
| <b>Spread of Coronavirus</b> | <ul style="list-style-type: none"> <li>• Employees</li> <li>• Councillors</li> <li>• Members of the public</li> <li>• Contractors</li> <li>• Hirers</li> </ul> | <p>Test and Trace</p> <p><b>QR Code</b></p>                                       | <p>Scan QR Code on entry to building using NHS COVID-19 app. Help trace and stop the spread of Coronavirus.</p> <p>Record kept for 21 days of visitors where QR code cannot be used to support HNS test and trace.</p> <p>All hirers to keep a register with names and contact details of all attendees and be able to give details to track and trace officials.</p> |                                    |                               | On-going |