

GLENFIELD PARISH COUNCIL
 Park House, Stamford Street, Glenfield, Leicester, LE3 8DL
 Telephone: 0116 231 2498 email: admin@glenfieldparishcouncil.org.uk



Specific Risk Assessment-RA01:
 (For further information on completing this form see the separate instruction sheet)
 Reference No: **A58**

Covid-19 – Risk Assessment

Date: 21st June 2020 **Review Date:** on going (see end for review dates)

THIS RISK ASSESSMENT AFFECTS ALL PERSONNEL / COUNCILLORS / VISITORS / CONTRACTORS to help in the prevention of the spread of Covid-19 and should be used alongside other policies and procedures as required.

Covid-19 can spread rapidly, official guidance as to what steps should be taken to tackle it is changing frequently. Glenfield Parish Council is committed to following current government guidelines and will carry out regular, possibly daily, reviews of this risk assessment and control measures.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Council staff • Volunteers • Visitors to our premises • Cleaners • Contractors • Councillors • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Ensure liquid soap and fresh water is readily available and kept topped up at all times • Provide hand sanitiser where hand washing facilities are unavailable • Regularly clean the hand washing facilities and check liquid soap and sanitiser levels. • Disable the hand dryers and provide hand towel dispensers with suitable and sufficient rubbish bins for hand towels with regular removal and disposal of. • Extra supplies of liquid soap, hand sanitiser and paper towels should be securely stored. 	<p>Council staff to be reminded on a regular basis to wash their hands for 20 seconds with water and liquid soap and the importance of proper drying with disposable towels. Also reminded 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.</p>

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		<p>Enhanced Cleaning in The Workplace</p> <ul style="list-style-type: none">• Enhanced and regular cleaning across all areas of the workplace utilising approved cleaning products includes all building touch points including, but not limited to:• Entry and exit points – gate handles, padlocks, car park keypads, door access controls• Taps and washing facilities• Toilet flush and seats• Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.• Door handles and push plates• Chairs, seating areas• Hand rails on staircases and corridors• Machinery and equipment controls – ensure cleaning solution is sprayed on the cloth and NOT on the equipment/machinery direct• Food preparation and eating surfaces• Microwaves, refrigerators and kettles• Telephone equipment• Key boards, photocopiers and other office equipment• Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.	<p>Extra cleaners or extended hours maybe needed to help with the extra routine cleaning of surfaces</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Use of disposable cloths and paper cloths for wipe down</p> <p>Disinfectant stored in spray bottles that is labelled with the preparation date</p>
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		<p>Toilet Facilities</p> <ul style="list-style-type: none">• Signage on entrance to toilet facilities advising that access is restricted to one individual using toilet facilities at any one time• Promote washing hands before and after using the facilities• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <p>Kitchen Facilities</p> <ul style="list-style-type: none">• Restrict the use of the kitchen facilities to the making of hot/cold drinks with access to the kitchen area limited to one user at any one time• No food storage to be allowed in the fridges/freezers with the exception of milk which must be disposed of at the end of the relevant session• If crockery and utensils are used, they are to be placed in the dishwasher by the organiser of the session and the organiser to ensure that the unit is switched to the wash position before vacating the session (paper cups will be available as an alternative)• Promote washing hands before and after using the facilities• Food preparation and eating surfaces to be disinfected before use and after use• Microwaves, refrigerators and kettles	
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		<p>Social Distancing</p> <ul style="list-style-type: none"> • Social Distancing - Reducing the number of persons in any work area to comply with the current government guidelines • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. • Based on the size of each facility, determine how many people can use it at any one time to maintain social distancing • Redesigning processes to ensure social distancing in place. • Conference calls to be used instead of face to face meetings • Ensuring sufficient rest breaks for council staff. • Social distancing also to be adhered to in smoking area. <p>Drinking Water</p> <ul style="list-style-type: none"> • Drinking water fountains or water butts can spread the virus as persons touch the spouts or leavers with contaminated cups/glasses. Ensure such items are disabled. 	<p>Introduction of staggered start and finish times to reduce congestion</p> <p>Council staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Established Maximum occupancy numbers:</p> <p><i>Park House</i> Main Hall – 15 individuals Club Room – 15 individuals Committee Room – 5 individuals</p> <p><i>Sports Pavilion</i> Main Hall – 20 individuals</p> <p><i>The Annexe</i> Partitioned Room – 10 individuals</p> <p>All council meetings held via Zoom until advised otherwise.</p> <p>Council staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Ensure there is an adequate supply of wholesome drinking water through taps. Staff should not share drinking cups/glasses/bottles.</p>
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		<p>Dealing with the public</p> <ul style="list-style-type: none"> The public will be encouraged to make an appointment to discuss any Council business, to avoid queues and gatherings. Floor marking should be placed in the reception areas to promote social distancing <p>Maintenance of Equipment</p> <ul style="list-style-type: none"> It is important to ensure that the equipment that we use in our business is maintained safely. <p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. The Clerk will maintain regular contact with staff members during this time. <p>Mental Health</p> <ul style="list-style-type: none"> Council management will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help. 	<p>E-mails to customers and update social media with our policy for visiting our premises.</p> <p>Use of visible tape and clear signage to guide visitors.</p> <p>The Council and the HSE recognise that there may be times when access to inspection and testing services becomes difficult.</p> <p>Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Councillors and Clerk will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support</p>
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TAKING INTO ACCOUNT THE EXISTING RISK CONTROLS. Select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)

RISK EVALUATION KEY		Consequences				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Moderate - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Almost Certain	5		Likely	4		Moderate	3	✓	Unlikely	2		Rare	1	
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Severity of Harm/Injury	Catastrophic	5		Major	4		Moderate	3	✓	Minor	2		Insignificant	1	
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

Risk Rating (enter a ✓ in the relevant box below)

3	x	3	=	9	Very High Risk 15+	Medium Risk 5-14	✓	Low Risk 1-4
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Now you have established the risk level consider how frequently is the risk is likely to arise (enter a ✓ in the relevant box below)

Continual	✓	Frequent		Minimal	
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Is there any reference to additional assessments (e.g. CoSHH and manual handling)

Risk Assessment:	Ref No:	Risk Assessment:	Ref No:	Risk Assessment:	Ref No:
Contact of Coronavirus during re-opening (and continuation of business)	RA56	Visiting sites during COVID 19 outbreak	RA57		

What further ACTION is required to reduce the risk

Action to be implemented by:	Target Date:	Completed Date:

Initial assessment completed by:	Name:	Signature:	Date:
	BEVERLEY GREENWOOD		21.06.2020

Assessment review:	Date of first review:

Assessment review completed by:	Name:	Signature:	Date:
Reason for review:	Annual Review:	Changes:	Accident/Incident:

Comments:

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