

COVID-19 general risk assessment

Hazard	Possible harm	To whom	Activity	Control
<p>Spread of Covid-19 Coronavirus</p>	<p>Illness/fatality</p>	<p>Council staff; Volunteers; Visitors to your premises; Cleaners; Vulnerable groups ie elderly, those with existing underlying health conditions. Anyone else who physically comes in contact with the Council</p>	<p><u>Hand Washing</u>: Hand washing facilities with soap and water in place Stringent hand washing taking place Drying of hands with disposable paper towels Council staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available</p>	<p>Council staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p>
			<p><u>Cleaning</u>: Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches using appropriate cleaning products and methods</p>	<p>Daily disinfecting of work surfaces will be recorded</p>

			<p><u>Social Distancing</u>: Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Zoom calls to be used instead of face to face meetings.</p>	<p>Council staff and Councillors to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</p>
			<p><u>Visitors to the office</u>: all visitors to make an appointment when visiting the office. Desks and chairs downstairs to be placed 2m guidelines can be adhered</p>	<p>All visitors to be asked to use hand gel on arrival. All surfaces cleaned once visitor has left.</p>
			<p><u>Symptoms of Covid-19</u>: If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance</p>	<p>Clerk and Councillors will offer support to each other when they are affected by Coronavirus or has a family member affected.</p>