

COVID-19 reopening parish office risk assessment

Hazard	Possible harm	To whom	Activity	Control
Office unsafe for working in	injury, threat to health and well-being	staff, Councillors, visitors to the office	Opening up the office	Preparing to open business' checklist completed prior to staff working in the office. Risk assessment completed.
Surfaces infected by COVID-19	threat to health and well-being	staff, Councillors, visitors to the office	touching surfaces in the office when working or visiting	All touched surfaces to be cleaned down each morning prior to the Clerk starting work All rubbish containing tissues and cleaning cloths to be disposed of at the end of each day. These tasks will be recorded daily.
Equipment used by staff	threat to health and well-being	staff, Councillors, visitors to the office	using equipment throughout the working day.	All equipment used by the Clerk to be cleaned at the beginning of each day.
Unexpected visitors	threat to health and well-being	staff, Councillors, visitors to the office	People entering the office unannounced	Main door to be locked at all times. Staff to use spy hole before opening the door. Staff to step 2 metres away after unlocking the door and before the visitor enters the office.
Passing on COVID-19	threat to health and well-being	staff, Councillors, visitors to the office	Symptoms of Covid-19	If any visitor or staff member becomes unwell with a new continuous cough or a high temperature, they must inform either the Clerk/Chair/Vice Chair. Staff with symptoms will be sent home and advised to follow the stay at home guidance. Clerk and Councillors will offer support to each other when they are affected by Coronavirus or has a family member affected. The office will be closed for 72 hours and a deep clean will be considered.

Visitors to the office	threat to health and well-being	staff, Councillors, visitors to the office	Visiting the office	All visitors to make an appointment when visiting the office. Desks and chairs downstairs to be placed 2m guidelines can be adhered to. All visitors to be asked to use hand gel on arrival. All visitors will sign in on arrival at the office for test and trace, should they develop symptoms. All surfaces cleaned once visitor has left.
Use of toilet	threat to health and well-being	staff, Councillors, visitors to the office	different people using the toilet facilities	All surfaces wiped down after use. Users encouraged to wash hands for 20 seconds after use. Signage up to remind users of washing hands
Lack of social distancing	Increase in catching the virus, threat to health and well-being	staff, Councillors, visitors to the office	not adhering to government social distancing regulations	Signage put up to recommend that all people adhere to government social distancing guidelines. Work place will be adapted where possible so that social distancing can be implemented.

Assessor: Candace Brent

Date: 30th June
2020

Checked by: Alan Craddock