

BRACEBRIDGE HEATH PARISH COUNCIL

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COVID-19 risk assessment

COVID-19 is a respiratory illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment details the risks associated with the spread of COVID-19 in the workplace and provides methods of controlling these risks. The risk assessment has been reviewed and adapted in line with changes in the government's guidance and legislation as appropriate. Council's workplace is not confined to one building or premises. This risk assessment will therefore not cover every scenario but is designed to outline the main hazards and provide a range of controls to minimise the risk to role holders and anyone accessing Council facilities.

This risk assessment covers all role holders including staff, councillors and volunteers.

What are the hazards?	Controls already in place	Additional controls	Action by who and when?
Spread of Covid-19	<p>Social distancing is no longer required by law. Role holders are encouraged to avoid crowded areas if this makes them feel uncomfortable. Any issues for volunteers or staff should be raised with the line manager or volunteer contact in the first instance.</p> <p>Staff, volunteer and council meetings to return to face to face where appropriate. The use of remote meetings may continue in some instances where appropriate and agreed between parties.</p> <p>Employee roles tend to be lone working in nature and usual workplace concerns such as office or factory spaces are not particularly relevant. The risks related to covid-19 and social distancing are limited by the nature of the roles.</p>	Nil	Clerk to keep up to date with any changes in national or local guidelines.
	<p>Cleaning Premises Regular cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Disposable cleaning wipes are available in the library to wipe down frequently touched surfaces regularly and before and after any visitors to the premises.</p>	Nil	

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	<p>HSE states that normal household cleaning fluids are appropriate for use.</p> <p><u>Outdoor facilities and equipment</u> Cleaning no longer required for outdoor equipment. The risks of transmission re much lower outdoors.</p> <p><u>Cleaning in general</u> Disposable cloths already in use. This will help to reduce the spread of the virus and reduces the need to take any washing to homes.</p>		
	<p><u>PPE</u> Gloves – disposable gloves are available for staff when appropriate to use or when the use of gloves makes staff feel more comfortable.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p>	Nil	
	<p><u>Face coverings</u> Wearing a face covering is not required by law. The government advises the use of face coverings in crowded spaces. Staff are not expected to use face coverings during day to day work activities. may meet people you do not normally meet such as on public transport or in some shops</p> <p>We recognise that for peace of mind some employees may choose to wear a face covering and we will respect people’s right to choose. As face coverings and gloves are precautionary measures, they will not be issued b the council.</p>	Nil	
	<p><u>Hand Washing</u> Hand washing facilities with soap and water in place.</p> <p>Employees encouraged to follow hand washing guidance and wash hands regularly.</p> <p>Hand sanitisers provided in entrances to buildings. Members of staff may be issued with a small hand sanitiser bottle for activities away from a premises.</p> <p>Tissues available in community buildings to encourage ‘catch it, bin it, kill it’.</p>		
	<p><u>Symptoms of COVID-19</u> Self-isolation is no longer required by law. Employees should try to minimise their contact with others in the workplace if they have tested positive for Covid-19. However, testing for Covid-19, ad-hoc or on a regular basis is not required for staff.</p>	Nil	

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	Staff who are unwell and unfit for work should follow the procedures set out in the Absence policy. The council recognises that the symptoms of Covid-19 are the same or very similar to that of other respiratory illnesses. As such, if an employee is well and fit for work, they should attend as usual.		
	<p>Workplace concerns</p> <p>Staff are encouraged to discuss workplace concerns with the Clerk as soon as possible. All staff are advised to cease any activity they do not feel comfortable with or if they are concerned about their personal safety or wellbeing. All incidents to be reported to the Clerk as soon as possible. Revised risk assessments for particular activities will be carried out.</p> <p>Clerk maintains contact and communication with employees to provide support and reassurance about workplace concerns.</p>		

Review history

Date	Version	Changes made
June 2020	V1.0	New document
June 2022	V1.1	Removal of self-isolation and requirement to stay at home with symptoms, social distancing, mandatory use of face coverings.