



## Covid-19 Risk Assessment – Town Council premises

**Assessment carried out by:** Kath MacConnachie, Town Clerk  
**Date assessment was carried out:** 17.12.21  
**Date of next review:** 14.01.21 (or sooner if situation changes significantly)

### Background:

Additional Covid-19 restrictions were imposed by the government on 13 December 2021. This risk assessment has been updated in accordance with those restrictions, and in line with NALC guidance.

It is everyone's responsibility to take steps to keep themselves and others safe. Be considerate and respectful of those around you. Think about not only your own risks but also of others, particularly those with clinical vulnerabilities.

This risk assessment is subject to a minimum of quarterly review.

Who might be harmed and how?	Control	Detail	Who needs to carry out the action?	When is the action needed by?
Staff, councillors & visitors – transmission risk	Cleaning	<ul style="list-style-type: none"><li>Weekly cleaning of the office by cleaning contractor</li><li>Frequently touched surfaces (e.g. handles) to be cleaned down at the end of the day by the last person to leave the office, using antibacterial spray and tissue/wipes provided.</li></ul>	Cleaning contractor All staff	Weekly Daily
Staff, councillors & visitors – transmission risk	Rest facilities	<ul style="list-style-type: none"><li>Staff only to use the kitchen facilities.</li><li>Hands to be washed thoroughly before and after use of kitchen facilities.</li></ul>	All staff All staff	Daily Daily

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		<ul style="list-style-type: none"> <li>Frequently touched surfaces in the kitchen to be wiped down at the end of the day by last member of staff to leave the office (e.g. kettle handle, door handle, taps)</li> <li>Frequently touched surfaces in the toilet (flush handle, door handle, taps) to be wiped down with antibacterial spray and tissue/wipes) at the end of the day.</li> </ul>	All staff  All staff	Daily  Daily
Staff, councillors & visitors – transmission risk	Hand hygiene	<ul style="list-style-type: none"> <li>Those on site to be encouraged to wash hands more frequently than usual, for a minimum of 20 seconds.</li> <li>Alcohol gel to be available for staff, councillors and visitors and signage to be displayed to encourage its use</li> </ul>	All staff, councillors and visitors	Frequently
Staff, councillors & visitors – transmission risk	Social distancing	<ul style="list-style-type: none"> <li>Staff, councillors and visitors to remain aware and respectful of allowing personal space.</li> <li>Visitors and councillors are expected to wear masks whilst in Town Council premises.</li> </ul>	All staff, councillors and visitors	Ongoing
Staff, councillors & visitors – transmission risk	Meetings	<ul style="list-style-type: none"> <li>Informal meetings may still take place via Zoom to reduce contact.</li> <li>Face-to-face meetings should be kept to the minimum possible duration.</li> <li>No refreshments to be served at meetings and visitors are requested not to avoid using the kitchen facilities. Councillors/visitors are to be invited to bring their own drink to meetings.</li> <li>Members are encouraged to bring electronic devices for the viewing of meeting papers, to avoid unnecessary handling of</li> </ul>	Staff and visitors  Chairs of meetings/staff  All	All ongoing

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		<p>paperwork. This is also preferable in terms of environmental impact. Agendas and papers will be projected on the meeting room screen where possible.</p> <ul style="list-style-type: none"> <li>Attendees at meetings are requested to ensure distance is maintained between each other.</li> <li>Windows and doors (not fire doors) will be kept open to increase air circulation.</li> <li>Masks are to be worn by all those attending public meetings, unless the individual is exempt. Masks may be removed when addressing the meeting.</li> <li>Staff, councillors and visitors are strongly recommended to take a Covid-19 lateral flow/antigen test before attending.</li> <li>NALC guidance is that staff required to clerk meetings should do so remotely. This would be achieved by all members bringing personal electronic devices and headphones to facilitate Zoom meeting alongside the face-to-face meeting, in order that meeting may be clerked remotely (the Clerk is not legally required to be in attendance in person). Staff have been given this option.</li> </ul>	<p>Councillors</p> <p>All</p> <p>Staff</p> <p>All</p> <p>All</p> <p>Councillors and staff</p>	
Staff, councillors & visitors – transmission risk	Arrangements for visitors	<ul style="list-style-type: none"> <li>Alcohol gel dispenser to be installed at entrance and visitors to be encouraged to use it.</li> <li>Visitors are expected to wear a mask when entering the Town Council premises.</li> </ul>	<p>Town Clerk</p> <p>All</p>	Ongoing

Who might be harmed and how?	Control	Detail	Who needs to carry out the action?	When is the action needed by?
<p>Staff – home/work balance and general health and wellbeing</p> <p>Staff, councillors &amp; visitors – transmission risk</p>	Office opening and staffing	<ul style="list-style-type: none"> <li>As the government guidance from 13 December 2021 is for staff to work from home where possible, staff are able to work from home if they wish to do so.</li> <li>The Town Council offices will close to members of the public until further notice.</li> <li>Staff are encouraged to take regular lateral flow/antigen tests.</li> <li>Staff are encouraged to walk or cycle to work where possible, and to follow government guidance when using public transport.</li> </ul>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Staff – transmission risk	Equipment	<ul style="list-style-type: none"> <li>All office equipment to be for staff use only.</li> <li>Staff to only use their own allocated stationery and equipment (e.g. pens, staplers, scissors) where possible.</li> <li>Photocopier control panel and other frequently touched equipment to be wiped down with antibacterial spray/wipes regularly.</li> </ul>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Staff, councillors – transmission risk	Covid-19 symptoms	<ul style="list-style-type: none"> <li>Staff, councillors and visitors who are displaying any symptoms of Covid-19 are to be reminded to not attend the Town Council offices.</li> <li>If staff or councillors display any possible symptoms of Covid-19, they are to follow the current government guidance.</li> <li>Staff who start to display symptoms are required to leave the office immediately/not attend the office and not return until Covid-19 infection has been ruled out (testing to be sought within a reasonable timescale).</li> </ul>	<p>All staff and councillors</p> <p>All staff and councillors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing`</p>

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		<ul style="list-style-type: none"> <li>• Where a member of a staff member is required to isolate due to close contact with a person infected with Covid-19, staff members are required to work from home and not return until it is safe to do so (in line with government rules on self-isolation).</li> </ul>	All staff and councillors	
Staff, Councillors, visitors	Arrangements for Youth Works using the Town Council building	<ul style="list-style-type: none"> <li>• Youth In Sodbury to have their own Covid-19 risk assessment and procedures in place for youth works.</li> <li>• Youth workers to ensure all frequently touched surfaces are cleaned with sanitiser spray/wipes at the end of each session.</li> <li>• Masks to be work in line with government guidance.</li> <li>• Youth In Sodbury to notify the Town Council if any attendees are known to be subsequently diagnosed with Covid-19.</li> </ul>	Youth In Sodbury youth workers	Ongoing