

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

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>

**This Risk Assessment is subject to change in line with any relevant update to Government Legislation or Guidance.**

**All user groups must receive, read and sign this Risk Assessment.**

**All user groups should undertake a Risk Assessment for their own activities.**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to the premises</b></li> <li>• <b>User Groups/Volunteers</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to the Council Building</b></li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available, and at the entrance to the building. – entrance and exits especially.</li> </ul>	<p>Employees 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 – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.                      Posters, leaflets and other materials to be displayed.</p>	<p>Notices within the building</p>	<p>Prior to the building being re-opened.</p>	

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		<p><b>Cleaning</b> Frequently 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><b>Social Distancing</b> Social Distancing <b>to be encouraged</b> -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap if possible</p> <p>Continued flexibility around working from home etc.</p> <p>Redesigning processes to ensure social distancing in place. i.e all groups to sign the Risk Assessment and observe the signage in place.</p> <p><b>Phone calls to be encouraged instead of face to face meetings when applicable.</b></p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>Kirklees Cleaning Services to ensure checks will be carried out by line managers to ensure that the necessary procedures are being followed. Cleaning is undertaken on a contract with a cleaner in daily 13.5hrs per week.</p> <p>Staff to be reminded frequently of the importance of social distancing both in the workplace and outside of it.</p> <p><b>Allowance of staff to work at home in cases of covid-related childcare or to reduce numbers in building when necessary.</b></p> <p>Council Clerk and Countryside Officer to maintain separate offices, with separate equipment used, or <b>hand sanitiser used between use of photocopier.</b></p> <p>No one should enter the Countryside Officer's office or the Clerk's office without making a prior appointment, and then should use social distancing. Most communication should be undertaken by email/phonecall.</p>			
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		<p>Social distancing also to be <b>encouraged</b> in kitchen areas – only one member of staff in the kitchen allowed at any one time.</p> <p><b><u>VENTILATION</u></b></p> <p>.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Gloves to be provided by Parish Council if necessary.</p> <p><b><u>PPE</u></b> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p><b><u>Symptoms of Covid-19</u></b></p>	<p>Only one member of staff should be in the kitchen at a time. Staff should use separate cups, plates and utensils and wash up after use.</p> <p>Windows should be kept open during meetings.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through the parish council/clerk will be carried out regularly to reassure and support employees in a fast changing situation.</p>			
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		<p>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. Parish Council will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises <b><i>(including where a member of staff has visited other work place premises such as domestic premises)</i></b>, the parish council will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Mental Health</u></b> The Parish Council will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p>	<p>Parish Council 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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		<a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>				
	<p><b>SPECIFIC GUIDANCE FOR USER GROUPS/VOLUNTEERS</b></p>	<p>Ultimately, those using these spaces are responsible for ensuring their activity is conducted safely and within relevant guidelines. However, there are general principles that managers of council buildings should consider in safely reopening the space to permitted activity. <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings</a></p> <p>Hirers should produce their own risk assessments for the benefit of their own groups.</p>	<ul style="list-style-type: none"> <li>• All user groups to be referred to the core guidance on health <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></li> <li>• Groups should be advised that they continue to socially distance from those they do not live with wherever possible.</li> <li>• People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet.</li> <li>• Where necessary, there should be further lowering of room capacity than the current fire regulations allow.</li> <li>• <b>Windows should be kept open for ventilation.</b></li> <li>• If there is more than one user group in the building at any one time, they <b>should</b> not mingle. Entry to and exit from the building <b>should</b> be managed to avoid contact.</li> </ul>	<p>Copy of the Parish Council's Risk Assessment to be given to lead member of each user group by Clerk.</p>		

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			<ul style="list-style-type: none"><li>• No stationery or equipment will be available or provided.</li><li>• All paperwork and payments must be done online. No cash will be accepted</li><li>• All surfaces to be sprayed with disinfectant spray following the activity. DDPC will provide spray, user groups to apply this.</li><li>• All hirers and attendees <b>should</b> leave the premises promptly at the end of their hire period.</li><li>• Where possible, groups should stagger entry times and take steps to avoid queues within the building and in surrounding areas.</li><li>• No licence should be issued which would allow for larger groups to meet.</li><li>• User groups should not be allowed to use the kitchen spaces which will be specifically for the use by staff and should be asked to bring their own refreshments for consumption within the hired room only.</li><li>• Toilets: Signage to be provided on good hand washing and hygiene. Only one person allowed in the toilet (including hand washing area) at any time.</li></ul>		
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			<ul style="list-style-type: none"> <li>• Hirers to monitor attendees entry and exit of the buildings</li> <li>• Hirers to <b>advise</b> that social distancing is maintained at all times both within their group and with staff</li> <li>• Hirers to ensure that they and attendees strictly adhere to any <b>future</b> COVID-19 guidelines and any requirements by DDPC</li> <li>• Hirers to ensure that they are equipped with hand sanitiser and disinfectant wipes.</li>   <li>• Hirers and attendees must not access staff working areas</li>   <li>• Encourage the use of hand sanitiser and washing of hands on arrival at the building after sessions. Sanitiser to be provided by DDPC</li>   <li>• Hirers are responsible for their own activity and attendees throughout the hire period</li>   <li>• Hirers to report any breaches to DDPC staff (Attendance by appointment only)</li>   <li><b>If any person becomes ill with Covid 19 symptoms:-</b></li> </ul>		
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			<ul style="list-style-type: none"> <li>• Any individual falling unwell must distance themselves from all other attendees and staff</li> <li>• All attendees must leave the building</li> <li>• Unwell individual must seek medical advice</li> <li>• Any additional hirers expected that day to be notified by DDPC staff that their session is not able to go ahead</li> <li>• Area where person was working to be thoroughly cleaned prior to allowing any other group into the area. Cleaner to wear disposable gloves or washing-up gloves. All items to then be bagged and binned outside immediately</li> <li>• <b>Test and Trace:</b> Advise user groups to inform T&amp;T. All user groups <b>should</b> assist this service by keeping a temporary record of their members/attendees and visitors for 21 days, in a way that is manageable for the group.</li> </ul>		
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Adopted by the Parish Council on: 1 September 2020 (Full Council 20/037)

Revised and adopted on 6 April (Full Council 20/0159)

Review date to be: monthly **REVISED 7 SEPT**

Risk Assessment must be signed by the User Group prior to use of the Building.