

Specific Risk Assessment:

(For further information on completing this form see the separate instruction sheet)

Reference No: RA-COVID-19 (Coronavirus)

RA Revision: 2

Hazard - Assessment:

Office opening whilst COVID-19 is present and contracting or spreading the virus

Location / Work Area

New Milton Town Hall/New Milton Town Council Offices

Risks Identified (e.g. Hazard / Oil Spillage-Risk / Serious injury due to slips and falls).

Use your general risk assessments supplied, to assist you with the identification of your hazards.

Not following Government Guidelines, hence unaware of the safety requirements to re-open or re-use the premises

Employees are not aware of the risks of returning to work, hence risk of contracting and spreading the virus.

No procedures or plan in place to control the risks of the virus being transferred from one person to another within the building.

No segregation procedures in place.

No plan in place for the returning of employees and/or visitors

Staff absent from work due to isolation and disruption of business.

No PPE is available such as a face mask, gloves or hand sanitiser.

No signage in place giving information and Instructions.

No cleaning programme in place.

Persons at Risk (enter a ✓ in the box of those affected)

Employees

✓

Young Persons (Under 18 years /individual assessment)

Contractors/Visitors/Customers

✓

Pregnant Worker (individual assessment required)

General Public

✓

Others (e.g. Disabled Workers)

Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)

New Milton Town Council is following Government Guidelines, the advice from 3rd party health and safety consultants and their insurers.

Officers and visitors will complete a questionnaire on COVID questions for admittance to the offices.

On the open office desks, plastic screens will be positioned as a barrier and will be cleaned with a sanitiser each day.

Hand sanitisers are in place on each desk, around the office building and at the office entrance/exit to and from the building.

Face masks and disposable gloves will in place on each office desks. One disposal point will be available for used gloves & masks.

Social distance marking will be marked on the floor as you enter reception. - NFDC

Hand washing signs will be displayed along with other relevant COVID-19 Guidance

Increased cleaning procedures will be in place particularly in high touch areas such as toilets and washrooms.

A minimum number of staff will be on duty until Governments guidance changes.

Other than on office desks PPE such as a face masks, nitrile gloves will be available as required. This will include face shields.

Visitors to the office will be kept to a minimum and will be by appointment only.

All returning staff and visitors will complete a COVID-19 self-assessment

TAKING INTO ACCOUNT THE EXISTING RISK CONTROLS. Select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)

RISK EVALUATION KEY

		Consequences				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Moderate - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Almost Certain	5		Likely	4		Moderate	3	✓	Unlikely	2		Rare	1	
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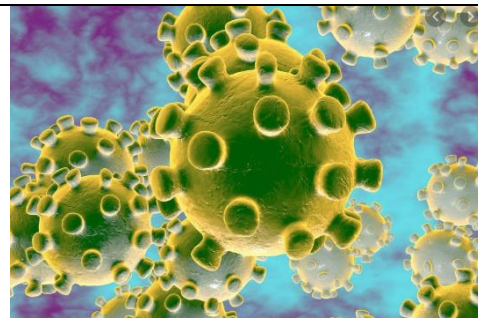
Severity of Harm/Injury	Catastrophic	5	✓	Major	4		Moderate	3		Minor	2		Insignificant	1	
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

Risk Rating (enter a ✓ in the relevant box below)

3	x	5	=	15
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Very High Risk 15+	✓	Medium Risk 5-14		Low Risk 1-4
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Now you have established the risk level consider how frequently is the risk is likely to arise (enter a ✓ in the relevant box below)

Continual	✓	Frequent		Minimal	
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Now you have completed your initial assessment answer the question below: -

Do you consider the risk controls adequate?	Yes	✓	No	
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Is there any reference to additional assessments (e.g. CoSHH and manual handling)

Risk Assessment:	Ref No:	Risk Assessment:	Ref No:	Risk Assessment:	Ref No:

What further ACTION is required to reduce the risk

No further action this time but this risk assessment will be reviewed at least every 2 weeks unless there is a significant change on how the office procedures are working or a change in guidance from HM Government. (6th July 2020)

Staffing levels increased to a MAXIMUM of 4 staff members in total at any one time from 5th October 2020. There will be a am and pm shift pattern with a minimum one-hour gap between shifts.

Rules regarding visitors tightened to ensure the risk is kept to a minimum. Officers MUST NOT be pressured into relaxing these rules.

This risk assessment will be checked regularly but unless there is a significant change of guidance issued by HM Government or a clear breach of this assessment then there will be no other review until 31st December 2020 and the measures set out in this assessment will continue until then.

Action to be implemented by:	Target Date:	Completed Date:
Mark Jeffries	6 th July 2020	4 th July 2020

Initial assessment completed by:	Name:	Signature:	Date:
	Mark Jeffries	Mark Jeffries	2 nd July 2020

Assessment review:	Date of first review:
	Every 2 Weeks at present

Assessment review completed by:	Name:	Signature:	Date:
	Mark Jeffries	Mark Jeffries	20 th July 2020

Reason for review:	Review:	Y	Changes:	Y	Accident/Incident:	N

Comments: Amendment on appointment system

Assessment review completed by:	Name:	Signature:	Date:
	Mark Jeffries	Mark Jeffries	15 th September 2020

Reason for review:	Review:	Y	Changes:	Y	Accident/Incident:	N

Comments: Assessment updated with maximum office numbers identified and stricter procedures with regard to visitors.

Assessment review completed by:	Name:	Signature:	Date:

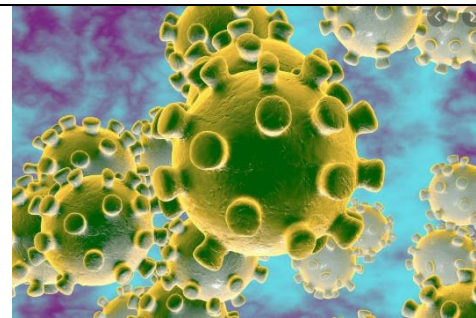
Reason for review:	Annual Review:	Changes:	Accident/Incident:

Comments:

Assessment review completed by:	Name:	Signature:	Date:

Reason for review:	Annual Review:	Changes:	Accident/Incident:

Comments:



Specific Risk Assessment:

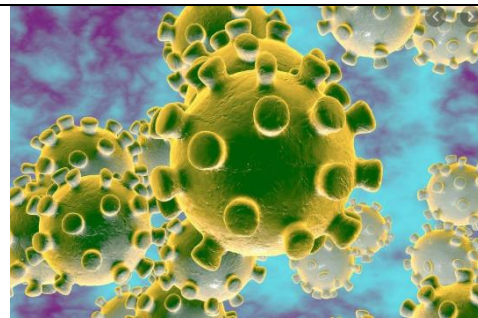
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COVID CONTROLS

1	Social Distancing	Social distancing is achieved by introducing reduced numbers of officers working a shift pattern and by desk spacing. A one-hour interval will be in place between shifts. Each officer will have their own dedicated work station. A maximum of 4 staff only will be on duty at any one time.
2	Passageways	Passageways are limited to members of NFDC/NMTC officers and staff of Hampshire Constabulary. There will be signs stating the social distancing requirements.
3	Entrance Doors	Entrance doors for access to the office are will only be available to Town Hall staff only, with access by coded keypad. Staff must use the sanitiser station at the entrance door or wash hands as soon as possible after using the keypad. The keypad will be sanitised regularly.
4	High Use Doors	Where practicable non- fire doors will be propped open to minimise person contact and allow free flow of people traffic on route to the designated areas such as the toilets and kitchen.
5	First Aid	First aiders will be spoken to regarding administering first aid including the and the use of correct PPE whilst carrying out first aid.
6	Fire Procedures	If the fire alarm was to sound, staff will make their way to the fire assembly point in the normal way. Wash hands/sanitise as soon as possible after
7	Social Distancing	Social distancing for the office and surrounding areas will remain at 2m and should be adhered to at all times. Areas such as the kitchen/toilet where 2m may not always be possible then the policy is to wait outside until the area is clear. This is also applicable to corridor areas
8	Hygiene	As well as sanitising regularly, hands should be thoroughly washed with soap and water for a minimum 20 seconds on a regular basis. Follow the guidance notices.
9	Signage	Signs will be displayed to inform all persons of the requirements to social distancing, hand washing or sanitising requirements. These will be displayed in the washrooms, entrance doors, and main entrance to the building.
10	Housekeeping	Each person should have their own cup/glass & cutlery to avoid possible contamination. For disposal of used gloves, face masks and wipes used the marked bin. Keep desks as clear as possible.
11	PPE	PPE will be available to use such as a face masks, face shields and nitrile gloves as required and requested. Each office desk will have a supply of nitrile gloves & face masks.
12	Cleaning	Touch surfaces such as reception counters, desks, door handles, washrooms taps, toilet flushing handles, tables, photocopier etc will be cleaned on a regular basis.
13	Reception and Desks	A clear screen will be on each main office desk and can be repositioned to suit the needs of each officer. The screens will be cleaned at the end of the shift.
14	Office Equipment	Use of equipment such as the photocopier/laminator. This should be minimised with photocopying/scanning/laminating where possible carried out in one visit to the relevant piece of equipment,
15	Visitors/Members	To ensure the safety of all there will be no unauthorised visits to the office unless it is for urgent health & safety reasons or for emergency services access. Visitors (for clarity visitors are those persons that dont normally work within the town hall environment and include members of the public, members and contractors) wishing to visit the office MUST make an appointment at least 24 hours in advance. If there is more than one appointment within the same day there must be a minimum of one hour between visits to allow for thorough cleaning of the meeting area. There must only be one person per appointed visit and this will include members. Appointments will be carried out in the council chambers. There will be a clear screen separating visitors and officers. Sanitiser and antibacterial wipes will be available at the meeting station, this station will be cleaned and sanitised on completion of the appointment. Visitors will only meet with the officer relevant to the appointment, they must not linger at other officer's work stations and must go directly from the entrance to the meeting room and vice versa on completion of the appointment.



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		<p>Visitors will report to the staff entrance and will be met by the appropriate officer and taken to the meeting room.</p> <p>Committee briefings should still be carried out via zoom unless it is a briefing to an individual member carried out under the appointment system.</p> <p>Visitors and members will be required to complete a COVID-19 self-assessment form prior to their visit (this is an insurance requirement).</p> <p>Returning visitors who have already completed the assessment will before their next appointment confirm that there has been no change in their circumstances, this information must be logged on the NMTC team calendar.</p> <p>ALL appointments must be entered in the team calendar to ensure there are no clashes or overlapping of visitors.</p> <p>There is to be no exception with regard to these controls.</p>
16	Graham & Theresa's Offices	To ensure social distancing the door threshold to each of these offices should be the limit off access where practicable.
17	General	Any shortage of PPE or breaches of COVID-19 procedures must be notified to your line manager immediately.
18	Wellbeing	We should all feel comfortable in this new environment and it is important that if anyone does not feel comfortable with the office environment, they should share their concerns with their line manager.
19	COVID-19 Symptoms	Any officer displaying likely symptoms of COVID-19 should immediately self-isolate and follow government/NHS guidance. Do not come to work.