


## RISK ASSESSMENT

RISK ASSESSMENT FOR:	<b>COVID-19 East Grinstead Town Council</b>	 <b>EAST GRINSTEAD TOWN COUNCIL</b>
Purpose:	Assess Risk to Town Council (coronavirus) / employee working in the community	
Location:	<b>Town Council premises</b>	Date Assessed: 14/07/21
Assessment by:	Sarah Jones	Date of Next Review: 14/12/2021
Further information:	<a href="P:\Filing\11. Health and Safety at Work\Coronavirus - Covid 19 - C19">P:\Filing\11. Health and Safety at Work\Coronavirus - Covid 19 - C19</a>	<b>This guidance will come into effect on 19/07/21 when England moves to step 4 of the roadmap.</b>

No.	Hazard / Risk	Who is at Risk	Control Measures in Place	Assessment of	Assessment of	Grade (Likelihood X Impact)	Additional Control Measures	Date Of Review
				Likelihood	Impact			
1	Transmission of COVID-19 through access / egress and movement within Town Council Offices.	Employees Contractors Visitors Councillors Volunteers	<ul style="list-style-type: none"> <li>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of telephones, where permitted, and cleaning them between use.</li> <li>Restricting access between different areas of a building or site.</li> <li>Reducing job and location rotation.</li> <li>Reducing maximum occupancy for lifts to one, prioritising for staff with mobility issues with appropriate signage; providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.</li> </ul>	2	3	6	<p>The one way system remains in place during opening hours, throughout East Court building (where possible) to reduce opportunities for virus transmission between individuals.</p> <p>Assessment of official coronavirus figures will be regularly assessed to ensure control measures are retained / increased or deemed no longer necessary in accordance with a rise / fall in cases.</p> <p><a href="https://wsx-c19-weekly-supplement.netlify.app/">https://wsx-c19-weekly-supplement.netlify.app/</a></p>	14/12/21

			<ul style="list-style-type: none"> <li>• Making sure that people with disabilities are able to access lifts.</li> <li>• Regulating use of high traffic areas including corridors and walkways to maintain social distancing.</li> <li>• Putting up signs to remind workers and visitors to be respectful of social distancing.</li> <li>• Using floor tape or paint to mark areas to help encourage social distancing out of respect for others.</li> <li>• Switching to seeing visitors by appointment only if possible.</li> <li>• Where this is not possible closer distances should be kept to as short a duration as possible.</li> </ul>				<p>Efforts continue both nationally and locally to mitigate transmission of the coronavirus. Overall the rate of cases per 100,000 populations remains lower in West Sussex than other areas.</p> <p><a href="https://www.westsussex.gov.uk/media/14432/local_outbreak_control_plan.pdf">https://www.westsussex.gov.uk/media/14432/local_outbreak_control_plan.pdf</a></p>	
2	Transmission of COVID-19 through close contact or proximity to others	Employees Contractors Visitors Councillors Volunteers	<ul style="list-style-type: none"> <li>• Maintain social distancing, where possible out of respect to others &amp; to reduce transmission.</li> <li>• Staff attendance in the office is being spread across the week to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics and flexible working practices.</li> <li>• Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</li> <li>• Not using touch-based security devices such as keypads.(all staff to have access pendant issued)</li> <li>• Reducing congestion, for example, by having a one way system around East Court building using markings and introducing one-way flow at entry and exit points.</li> <li>• Council to encourage all staff / visitors / tenants to “check in” using the NHS Test &amp; Trace QR code.</li> </ul>	2	3	6	<p><b>In England from 16 August</b> <b>If you’re fully vaccinated or under 18, you will not need to self-isolate following close contact with someone who has COVID-19. You’ll still need to take a PCR test and self-isolate if it’s positive.</b></p> <p><b>*Tenants and Hirers continue to be expected to encourage <u>all</u> people who attend East Grinstead Town Council premises under their charge to utilise the NHS QR Code Track &amp; Trace posters situated at each building’s entrance / exit.</b></p> <p>If use of the QR code is not desirable / possible a written log should be kept. The incubation period for COVID-19 is believed to be 10 - 14 days however contact information should be retained for 21 days in line with government guidance to help assist NHS Track &amp; Trace requests.</p>	14/12/21

			<ul style="list-style-type: none"> <li>Members of the public attending the Council will be asked whether or not they have been fully vaccinated, if not they will be asked to agree to a temperature check. The Council has the right to refuse entry to meetings on health &amp; safety grounds.</li> <li>Visitors will be restricted to reception / public areas only.</li> </ul> <p><a href="https://www.nhs.uk/apps-library/nhs-covid-19/">https://www.nhs.uk/apps-library/nhs-covid-19/</a></p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p>				<p>This information;</p> <ul style="list-style-type: none"> <li>Should only be the minimum amount of detail required to allow contact to be made in the above circumstances.</li> <li>Must only be used for the purposes above.</li> <li>Must be retained securely.</li> <li>Must be deleted securely (shredded if stored on paper or fully deleted if collated electronically) as soon after 21 days has passed as is practicable.</li> </ul> <p><a href="https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/">https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/</a></p>	
3	<p>Transmission of COVID-19 through poor or inadequate hygiene measures e.g.</p> <p>Insufficient hand washing facilities</p> <p>Toilet/ welfare facilities</p>	<p>Employees Contractors Visitors Councillors Volunteers</p>	<p>Increase the frequency of handwashing and surface cleaning by:</p> <ul style="list-style-type: none"> <li>Using signs and posters to build awareness of <a href="#">good handwashing technique</a>, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely or into your arm if a tissue is not available.</li> <li>Signage remains placed throughout the premises as a reminder of current government recommendations in addition to posters and reminders to wash hands.</li> <li>Providing hand sanitiser in multiple locations throughout the estate.</li> <li>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>Enhancing cleaning for busy areas.</li> <li>Providing more waste facilities and more</li> </ul>	1	3	3	<p>With continued government / NHS and local campaigns, greater awareness has been raised over the previous three months cementing good hygiene practices.</p> <p>Detailed overview of specific / targeted cleaning arrangements can be found accessing the EGTC Covid-19 Sanitisation and Hygiene (Caretakers Assessment).</p> <p>Leaving hands wet or attempting to dry them by wiping them on your clothes leaving them damp can accelerate the spread of germs. Hands must be dried as thoroughly as they are washed.</p>	14/12/21

			<p>frequent rubbish collection with consideration of possibly contaminated waste e.g. PPE and cleaning materials (lidded bin that is double bagged before disposal.)</p> <ul style="list-style-type: none"> <li>• Providing hand drying facilities – either paper towels or electrical driers*</li> <li>• Decon7 “dry fogger” system is used for rooms / areas of increased use. This is a vaporised liquid disinfectant that can be directed to cover all surfaces in an area allowing it to rapidly spread and kill existing bacteria and viruses.</li> </ul>				<p>More information can be found at;  <a href="https://www.decon7.com/the-science/">https://www.decon7.com/the-science/</a></p>	
4	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors Councillors Volunteers	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>	14/12/21
5	Transmission of COVID-19 through close contact or proximity to others workstations	Employees	<ul style="list-style-type: none"> <li>• Avoid use of shared desks and spaces and, where not possible, cleaning and sanitising workstations (including keyboard, mouse, telephones etc.) between different occupants. This includes shared equipment such as photocopiers / tea &amp; coffee making facilities and limiting those staff that can share the workstation to the smallest possible number of people.</li> <li>• Workstations should allow staff to maintain social distancing. Desks continue to remain 2m apart or limited in number per office where possible.</li> <li>• Where it is not possible to move workstations</li> </ul>	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Further information can be found at:  <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs">https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs</a></p>	14/12/21

			<p>further apart, arrangements have been made for people to work side by side or facing away from each other rather than face-to-face; or if not possible using screens to separate people from each other.</p> <ul style="list-style-type: none"> <li>• Managing occupancy levels to enable physical distancing</li> <li>• Where more than one person is working in a room and where possible <u>please</u> ensure the doors &amp; windows are opened to allow more free air flow.</li> </ul>				<p><a href="https://www.who.int/publications/i/item/WHO-2019-nCoV-workplace-actions-policy-brief-2021-1">https://www.who.int/publications/i/item/WHO-2019-nCoV-workplace-actions-policy-brief-2021-1</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/working-safely/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/index.htm</a></p>	
6	<p>Transmission of COVID-19 through close contact or proximity to others i.e</p> <p>Meetings Visitors</p>	<p>Employees Contractors Visitors Councillors Volunteers</p>	<p><b>Reduce transmission due to face-to-face meetings and maintain social distancing in meetings by:</b></p> <ul style="list-style-type: none"> <li>• Opening reception for public access for a reduced number of hours per day.</li> <li>• Using remote working tools to avoid in-person meetings.</li> <li>• Providing site guidance on physical distancing and hygiene measures to visitors on or before arrival.</li> <li>• Limiting the number of visitors at any one time, introducing specific visiting periods/ times and restrict access to required visitors only; notify reception of their expected arrival, the staff contact name and the meeting room location.</li> <li>• Reception staff signing in visitors on behalf of visitors coming into the building or visitors asked to use their own pen/ pen sanitised after each use.</li> <li>• Only absolutely necessary participants attend meetings and social distancing should be respected throughout.</li> </ul>	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Further information can be found at:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021">https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021</a></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs">https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs</a></p> <p>Council meetings have returned to being held physically with judgement taken on each meeting as to the appropriate venue and whether the public can attend or will</p>	14/12/21

			<ul style="list-style-type: none"> <li>• Avoiding transmission during meetings, for example avoid sharing pens and other objects.</li> <li>• Providing hand sanitiser in meeting rooms.</li> <li>• Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>• Signage in meeting spaces to help people maintain social distancing.</li> </ul>				<p>be required to attend virtually.</p> <p>Numbers of Officers attending are kept to a minimum, again with a virtual attendance possible.</p> <p>Coronavirus awareness and updates issued as appropriate by management.</p>	
7	<p>Transmission of COVID-19 through close contact or proximity to others</p> <p>Common areas*</p> <p>*break rooms, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens &amp; store Rooms.</p>	<p>Employees</p> <p>Contractors</p> <p>Visitors</p> <p>Councillors</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>• Staggering break times to reduce pressure on break rooms.</li> <li>• Using safe outside areas for breaks.</li> <li>• Utilising additional space by using other parts of the workplace or building that has been freed up by remote working.</li> <li>• Screens remain installed to protect staff in receptions or similar areas.</li> <li>• Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>• Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.</li> <li>• Consider the views of staff and engage colleagues regarding changes to existing work practices including welfare arrangements.</li> </ul>	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p> <p>Further information can be found at:</p> <p><a href="https://www.who.int/westernpacific/emergencies/covid-19/information/physical-distancing">https://www.who.int/westernpacific/emergencies/covid-19/information/physical-distancing</a></p>	14/12/21
8	<p>Staff working near one another such as a task requiring more than one person e.g. lifting heavy equipment; required to undertake safety tasks.</p>	<p>Employees</p> <p>Contractors</p> <p>Visitors</p> <p>Councillors</p> <p>Volunteers</p>	<p>Where close personal contact is necessary you should do everything practical to manage the transmission risk by:</p> <ul style="list-style-type: none"> <li>• <b>Be respectful of other people's feelings regarding social distancing and transmission</b></li> <li>• Considering whether an activity needs to continue for the business to operate.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> </ul>	2	3	6	<p>As COVID-19 restrictions are lifted, it is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks.</p> <p>Minimising the number, proximity and duration of social contacts and continuing to wear masks in communal areas will assist in reducing the spread of the virus.</p>	14/12/21

			<ul style="list-style-type: none"> <li>Using screens or barriers to separate people from each other.</li> <li>Using back-to-back or side-to-side working whenever possible.</li> <li>Staggering arrival and departure times.</li> <li>Reducing the number of people each person has contact with by using 'fixed working patterns or partnering.</li> <li>Assessing the need for and ensuring correct use of PPE.</li> </ul>					
9	Accidents, security and other incidents	Employees Contractors Visitors Councillors Volunteers	<p>Safety will be prioritised during incidents In an emergency e.g. an accident or fire crowding is likely to occur but individuals are expected to manage their own social distancing. The location of the evacuation assembly point must be large enough to allow for social distancing.</p> <ul style="list-style-type: none"> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands</li> <li>Follow COVID-19 First Aid guidance for First Aiders:<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</a></li> <li>Should an employee have cause to give first aid that necessitates close contact, advice will be for that employee to seek testing for coronavirus and to self-isolate for the minimum amount of time prior to getting their results. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a></li> </ul>	1	3	3	<p>If a person falls ill with COVID-19 symptoms in the workplace:</p> <ul style="list-style-type: none"> <li>The member of staff would return home immediately and arrange a test.</li> <li>If the member of staff is too unwell to leave work unaccompanied, move them to a designated 'safe zone' (the ante suite on the ground floor of East Court building)</li> <li>A first aider would remain with the unwell colleague until collected by their next of kin; alternatively, transport will be arranged for them to be taken home safely.</li> <li>A face mask will be worn by the first aider if social distancing cannot be maintained with the unwell colleague.</li> <li>If there is more than one case of COVID-19 associated with East Grinstead Town Council premises, the council will contact their local health protection team to report a suspected outbreak.</li> <li>Caretaking staff have undertaken Covid-19 specific First Aid training.</li> </ul>	14/12/21

10	Employee(s) wellbeing & mental health	Employees	<p>From the 19<sup>th</sup> of July, re-induction into the workplace is being undertaken in a staggered way and measured pace.</p> <p>As with any period of intense and unrelieved stress, when the stress is lifted, there is sometimes an impact on physical or mental health. It's possible that as lockdown eases, employees may feel the need to seek support.</p> <ul style="list-style-type: none"> <li>• Ensure all staff have access to EAP support details. <a href="https://www.peninsulagrouplimited.com/services/eap-employee-assistance-programmes/">https://www.peninsulagrouplimited.com/services/eap-employee-assistance-programmes/</a></li> <li>• Communicate regularly on wellbeing and mental health support.</li> <li>• Continue providing employees with ways to connect with colleagues whilst working from home or social distancing.</li> </ul>	2	2	4	<p>Consider an internal network of well-being or mental health champions who can support employees within the organisation.</p> <p><a href="https://www.mind.org.uk/workplace/coronavirus-and-work/tips-for-supporting-yourself-and-your-team/">https://www.mind.org.uk/workplace/coronavirus-and-work/tips-for-supporting-yourself-and-your-team/</a></p> <p><a href="https://www.who.int/westernpacific/emergencies/covid-19/information/social-stigma-discrimination">https://www.who.int/westernpacific/emergencies/covid-19/information/social-stigma-discrimination</a></p> <p><a href="https://www.who.int/westernpacific/emergencies/covid-19/information/covid-19-mental-health">https://www.who.int/westernpacific/emergencies/covid-19/information/covid-19-mental-health</a></p>	14/12/21
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MONITORING CHECKLIST			
ACTION	YES	CONFIRMED BY	COMMENTS
Reviewed the updated guidance from Public Health England/Wales		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of hand sanitiser, masks and gloves are available.		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	



KEY (Likelihood x Impact)	
GRADE	RECOMMENDED ACTIONS FOR GRADES OF RISK
GREEN (1-4)	To be monitored - no action is required unless grading increases over time.
AMBER (5-8)	Keep under review to assess what (if any) mitigation actions are possible to reduce the likelihood and seriousness of the risk identified. Assessment of costing to be completed for possible action (if funds permit).
RED (9-16)	Priority review needed to reduce the likelihood and implement subsequent appropriate actions / contingency plans as a priority.

RISK ASSESSMENT				
Impact	Likelihood			
	LOW (1)	MEDIUM (2)	HIGH (3)	VERY HIGH (4)
(1) MINIMAL Minor disruption to service delivery / no injury / adverse public reaction / low financial cost	GREEN 1	GREEN 2	GREEN 3	GREEN 4
(2) NOTICEABLE Some disruption to service delivery / minor injury / reduced public confidence / unplanned financial cost	GREEN 2	GREEN 4	AMBER 6	AMBER 8
(3) MAJOR Significant disruption to service delivery / serious injury / serious public criticism / large financial cost	GREEN 3	AMBER 6	RED 9	RED 12
(4) DISASTER Significant failure in service delivery / fatality / total loss of public confidence / major financial crisis	GREEN 4	AMBER 8	RED 12	RED 16