



Covid-19 Risk Assessment

Name: Naseby Parish Council

Date: 01 May 2021

Assessment Completed By: Josie Flavell – Clerk and RFO

Covid-19 is a new 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 covers all areas which may pose a risk to Council's Staff, Members or members of the general public.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff and contractors	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell. Staff provided with protective overalls and gloves. Contractors provide own Staff advised to wash outer clothes after any cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>All cloths to be thrown away after use.</p>
<p>Staff and contractors– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Discuss situation with volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p>	<p>Staff and volunteers warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Social distancing requirements and limit on group sizes of 6 or 2 households. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers. Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users. Risk of virus spread to all attending an activity or event, rather than one group of ≤ 6.</p>	<p>Ensure everyone understands the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Adjust hire conditions to cover this. Discuss concerns with Village Hall Management team. Concerns should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>No group members should mingle, i.e. mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>
<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter, is possible.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p>

Entrance hall/lobby/corridors	Possible "pinch points" and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify "pinch points" and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Hand sanitiser to be provided by village hall entrance	
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by Village Hall and hirer if touched before and after each use.	
	Monthly Council meetings. Use of tables, chairs, toilets, light switches, door handles, pens Not socially distanced and no ventilation	Clerk to clean all equipment and entrances and exit areas, including the toilets prior to the meeting taking place. Tables and chairs to be socially distanced i.e. 2 meters apart and cleaned prior to use. Facemasks to be worn throughout the meeting.	See Covid 19 RA for Meetings for further information.

	<p>Soft furnishings which cannot be readily cleaned between use. Projection equipment. Screen. Window curtains or blinds Commemorative photos, displays. Social distancing to be observed</p>	<p>Social distancing guidance to be observed by hirers in arranging their activities. Individuals to be encouraged to wash hands regularly.</p>	<p>Provide hand sanitiser.</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Avoid anyone else touching them unless wearing plastic gloves. Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves. Special designated spray to use used on soft furnishings to ensure they are kept germ free.</p>	

Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Surfaces and equipment to be cleaned before and after use.	Only one group at any one time to hire the main hall.
Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Not applicable to council as will not be used at monthly meetings.	Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.
	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towel to be provided .	

Indoor Toilets	<p>Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc.</p> <p>Baby changing and vanity surfaces, mirrors.</p>	<p>Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.</p> <p>Signage has been provided to remind people of hand washing and sanitising.</p> <p>Only one set of toilets opened for public use and cleaned daily and between each use.</p>	
Playground, Play equipment and Outdoor gym equipment	<p>Covid-19 Risk Assessment required if re-opened.</p> <p>People at risk: clinically vulnerable children or adults, older relatives.</p> <p>If remain closed children have been/are likely to ignore notices/climb fences creating danger to themselves.</p> <p>Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents.</p> <p>If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p> <p>Advisory notices put in place in accordance with Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</p>	