



WESTBURY
TOWN COUNCIL

Risk Assessment

Activity:	The re-opening of the Laverton building for staged re-occupation by visitors and clients as Covid -19 Lock down restrictions are eased		Assessed By:	L. Bale	
Location:	The Laverton Institute		Approved By:	Deborah Urch	
			Issue Date:	23/09/2020	
			Revision Date:	Constant review needed	
<p>Covid -19 Laverton re-opening to external client's procedures and best practice will be issued with this risk assessment to all staff and visitors working or using the Laverton building and town council offices.</p> <p>The risk assessment indicates this action to be a High Risk at 15. This is due to the seriousness of the COVID -19 virus and the potential impact on health should a member of staff or visitor become exposed to the virus. COVID-19 is known to be highly contagious. The town council has developed procedures and an emergency plan to enable it to reopen the Laverton building to external clients and to respond, should a member of staff or a visitor be confirmed with the virus. As government guidance is constantly changing, the back to work procedures and risk assessment will be under constant review and subject to change. The town clerk or team leader will notify all staff and visitors using the building of any changes.</p>					

Hazard/ Area	Consequences	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total	Additional controls	Severity	Likelihood	Total Risk
Spread of Covid -19 Community Groups/volunteers resuming activities in the Laverton Working in the Town Council	Risk of serious and prolonged illness Contact with persons suffering from Coronavirus Spreading the infection to clients, visitor's family, and colleagues Resulting in time off work and closing the building temporarily	Clients (community groups) Staff Visitors to the premises Volunteers Cleaners Contractors Drivers Vulnerable groups: Elderly Pregnant workers Those with existing underlying health conditions Anyone else who physically meets you face to face in relation to your business	Emergency Action Plan in place and communicated to clients, staff & visitors. The plan identifies symptoms and the action required. To be displayed in the building. Clients (community groups), volunteers and staff displaying symptoms should follow government advice on self-isolating and adhere to guidance. Staff are encouraged to take part in the government testing program. Results must be communicated to the line manager. If the test is positive action will take place as per emergency plan and a decision taken when return to work is possible. Staff should complete the return to work form when returning after self-isolating or diagnosed with COVID-19. As of 18 th September 2020 track and trace becomes law and compulsory Users who are symptomatic. All surfaces that the user has come into contact with should be cleaned. <ul style="list-style-type: none"> • All surfaces and objects • High traffic surfaces (restrooms, door handles etc) 	5	3	15		5	3	15

<p>Community Groups/volunteers resuming activities in the Laverton Working in the building and Town Council offices</p>	<p>Contact with persons who have been exposed to coronavirus</p>	<p>Staff Clients (community groups) Visitors to the premises Cleaners Contractors Drivers</p>	<p>Clients, volunteers, and employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Clients, volunteers, and employees who have returned from foreign travel should quarantine themselves in line with published government guidance even if they do not show any symptoms (subject to change 29.06.20).</p> <p>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.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, high temperature and loss of taste and smell in the premises and office workplace, they must stay home and follow the government stay at home guidance. For Employees: Line managers 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</p>	<p>4</p>	<p>3</p>	<p>12</p>	<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 daily at 2pm when the latest government guidance is released.</p> <p>Further guidance and recommended risk control measures/infection prevention and control will be sourced from the National Association of Local Councils (NALC), Society for Local Council Clerks (SLCC), Local Government Association (LGA),</p>			
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			<p>premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace 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>https://www.publichealth.hscni.net/</p> <p><u>Mental Health (for employees)</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p><u>Hiring and free use of the Laverton</u> The Laverton accepts booking from individuals and groups with a relevant risk assessment</p> <p>Each booking will be managed on a case by case basis to understand what we are required to do (monitor the building, cleaning group etc.)</p> <p>A track and trace system will be keep details of everyone who uses the building will be kept for 21 days, where Laverton staff are not available, the</p>				your local association of Town Councils			
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			<p>client will be asked to keep a record of the members of the group, as of 18/09/2020 track and trace scheme becomes law and compulsory</p> <p>The risk assessment must demonstrate how the organizer will manage the restrictions i.e. social distancing, no signing, shouting, loud music</p> <p>Users of community facilities should ideally limit their social interactions to 2 households (including support bubbles) in any location; or, if outdoors, potentially up to 6 people from different households. In buildings that are COVID-19 secure, maximum capacity will vary (room by room), signage, one way system and a robust cleaning process will apply.</p> <p>It is against the law for gatherings of more than 30 people to take place (see above).</p> <p>At this time, venues are not permitted indoor performances, including drama, comedy and music, to take place in front of a live audience.</p> <p>People meeting in group context are encouraged to socially distance from anyone they do not live with or who is not in their support bubble.</p> <p>The Laverton does not facilitate large gatherings or celebrations on more than the capacity of the room hired</p>							
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		<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p>Social distancing and capacity The size and circumstance of the premises determine the maximum number of people that can be accommodated while also facilitating social distancing.</p> <p>Strict adherence to social distancing of 2 meters or 1 meter with risk mitigation (where 2 meters is not viable) are acceptable</p> <p>The capacity for each room for hire is:</p> <ul style="list-style-type: none"> • Main Hall capacity is 30 spaces • Abraham suite is 9 people • Reading room is 4 people • Cosy Room is 4 people • Williams room is 4 people <p>Note, this is standing room only and will reduce if people are sitting.</p>								
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<p>Community Groups/volunteers resuming activities in the Laverton Working in the Town Council</p>	<p>Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc</p>	<p>Clients (community groups) Staff Visitors to the premises Cleaners Contractors Drivers</p>	<p>Reduce areas of contact, leaflets, posters etc.</p> <p>All PPE waste including used tissues, and masks if used, should be put in a plastic rubbish bag in a covered bin and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be stored carefully for 72 hours before being disposed of with normal waste. See Gov guidance</p>	<p>3</p>	<p>3</p>	<p>9</p>	<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>Community Groups/volunteers resuming activities in the Laverton</p>	<p>Contracting and spreading of infection</p>	<p>Staff Visitors to the premises Cleaners Contractors Drivers</p>	<p>Hand Washing</p> <p>Catch coughs and sneezes in tissues and dispose of carefully. Avoid touching the face, eyes, nose, or mouth with unclean hands.</p> <p>Hand washing and sanitizing facilities in place.</p> <p>Regular hand washing/ sanitizing taking place.</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Use of hands with disposable paper towels.</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-killing-viruses-than-hand-dryers-17-04-2020/</p> <p>Use of spray or wipe's sanitizers in any area where washing facilities are not readily available</p> <p>Cleaning</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Anyone feeling unwell must report to their line manager immediately. They will be sent home and asked to arrange a COVID-19 test. The manager will follow the emergency procedures (see back to work).</p> <p>Guidance and recommended risk control is available https://www.gov.uk/guidance/coronavirus-</p>	<p>5</p>	<p>3</p>	<p>15</p>

<p>Working in the Town Council</p>			<p>requent cleaning and disinfecting of objects and hard 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. Regular checks will be carried out by managers. Provision for clients to use a no touch thermometer and do regular checks before entering the building will be available on the time of hire</p> <p>Contract cleaner to carry out and record regular hard surface deep cleans of high traffic areas. Staff are also to carry out daily cleaning of personal spaces as per the clear desk policy they are also required to carry out and record the daily cleaning of high traffic areas (See appendix A)</p> <p>Users will have the responsibility to wipe chairs, switches, door handles, areas of high use in the room clean before and after the room has been used (cleaning materials and adequate PPE will be available)</p> <p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the social distance gap as recommended by the Public Health</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>			<p>covid-19-information-for-the-public</p> <p>See also NALC / SLCC /LGA</p>			
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		<p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>aking steps to review work schedules including start & ish times/shift patterns, working from home etc. to lduce number of workers on site at any one time. Also locating workers to other tasks.</p> <p>designing processes to ensure social distancing in ce. Such as staggered seating arrangements or tricted occupancy of office or communal areas.</p> <p>nference calls and remote working tools to be used tead of face to face meetings where possible.</p> <p>asuring sufficient rest breaks for staff.</p> <p><u>Moving around the building</u></p> <p>ch points have been identified such as the stairs and rridors leading to the toilets as well as doorways and chenette.</p> <p>pecial care by staff and visitors alike needs to be served in these areas to ensure social distancing is intained</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided for staff only other users must</p>							
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			<p>supply their own PPE. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE</u> 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 behaviors. All used PPE should be disposed of in the bin provided.</p> <p><u>Wearing face coverings</u> Face coverings are to be worn when interacting with clients, councilors, members of public.</p> <ul style="list-style-type: none"> • Face to face meetings https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#what-is-a-face-covering 							
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<p>Community Groups/volunteers resuming activities in the Laverton</p> <p>Working Outside (Car Park/patios/patio/external areas)</p>	<p>Contracting and spreading of infection</p>	<p>Clients Volunteers Employees Contractors Visitors</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queuing to enter.</p> <p>Cleaner will be asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p> <p>Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be worn. Wearing a face covering is mandatory in community buildings. This includes (but is not limited to):</p> <ul style="list-style-type: none"> • children under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons) • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service) or transport workers (see section 6) - although employers may consider their use where appropriate and where other mitigations are not in place, in line with COVID-19 Secure guidelines 	<p>3</p>	<p>3</p>	<p>9</p>				
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			<ul style="list-style-type: none"> • police officers and other emergency workers, given that this may interfere with their ability to serve the public • where putting on, wearing or removing a face covering will cause you severe distress • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid harm or injury, or the risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity <p>It will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Clients, volunteers, visitors, contractors, and employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. • Change their face covering if it becomes damp or if they have touched it. • Continue to wash their hands regularly. 							
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		<ul style="list-style-type: none"> • Change and wash face coverings daily. • If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste • Practise social distancing wherever possible. <p>All contractors expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors always instructed to keep two meters away from all other persons.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors always supervised.</p> <p><u>Traveling to the venue</u></p> <p>Visitors should ensure they socially distance when traveling to and from the venue and wear required PPE such as face masks on public transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Staff and volunteers are to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p>								
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			Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.							
Entrance hall/lobby/corridors	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	<p>"Pinch points" and busy areas will be identified.</p> <p>A 2-metre spacing in entrance area will be identified.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Hand sanitizer to be provided by the Laverton (hand sanitizer will be checked daily)</p> <p>Additional bins will be in place in entrance hall and each meeting room. It will be emptied regularly</p>							

Main Hall	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use and after use. Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberized and glued surfaces can become damaged by use of spray disinfectant too frequently. Hall cleaning staff to be charged at an extra cost (cleaning materials are to be supplied by the Laverton)</p> <p>Cushioned chairs will be wiped down after use and left for 72 hours before being reused.</p> <p>Social distancing guidance to be observed by hirers/volunteers when planning their activities.</p> <p>The capacity for the Main Hall is 30 people standing only following the 2-meter distance guidance.</p> <p>Hirers, volunteers, employees, contractors, and visitors will be encouraged to wash hands regularly and to wear face coverings when in face to face meetings</p> <p>Window curtains are to be tied back and any other items which are more difficult to clean and likely to be touched by the public.</p>							
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			<p>Clients are to bring their own drink bottles. There is a water dispenser available on site. At this time food is not permitted.</p>							
<p>Small meeting rooms and offices</p>	<p>Contracting and spreading of infection</p>	<p>Clients Volunteers Employees Contractors Visitors</p>	<p>*Cleaning of the rest of meetings rooms is to be the same as the main hall.</p> <p>We will aim to hire the larger meeting spaces and avoid use of small rooms, other than as offices.</p> <p>Surfaces and equipment to be cleaned by hirers before use or by hall cleaner, unless staff have precleaned out of hours</p> <p>Rooms with carpeted floors (Abraham Suite will not be hired for keep fit type classes)</p> <p>*Capacity per room can be found in the above section social distancing and capacity</p>							

Kitchen	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	At this time the use of the kitchen is not permitted. Hirers to bring their own drinking bottles for the time being.							
Store cupboard s (cleaner etc)	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	Public access unlikely to be required. Laverton Manager to decide in discussion with the cleaner the frequency of cleaning.							

Storage Rooms (furniture /equipment)	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	Hirer required to wipe down hard surfaces using antibacterial spray and cloths provided, also to control accessing and stowing equipment to encourage social distancing							
Toilets	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	Hirer to control numbers accessing toilets one in one out, with attention to more vulnerable users. Hirer will be advised if they are required to clean all surfaces before public arrive. Consider engaged/vacant signage and posters to encourage 20 second hand washing. Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.							

Boiler Room	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	No public access. Cleaner to decide frequency of cleaning							
Stage	Contracting and spreading of infection	Clients Volunteers Employees Contractors Visitors	Hirer to control access and clean as required.							

<p>Events</p> <p>Private gatherings</p>	<p>Contracting and spreading of infection</p>	<p>Clients Volunteers Employees Contractors Visitors</p>	<p>No more than 30 people are allowed in the Main Hall.</p> <p>Organizers are to arrange online systems and cashless payments as far as possible.</p> <p>Currently live performances are not permitted. This will be reviewed as guidance changes.</p> <p>Hirer to control access and clean as instructed by Laverton staff.</p> <p><i>At this time, venues are not permitted indoor performances, including drama, comedy and music, to take place in front of a live audience.</i></p>				<p>See National Rural Touring Forum guidance, Section 2.6</p>			
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RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	<u>Likelihood</u>					

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

- 16-25 Very high (Do not proceed without authorization from the Directorate)
- 12-15 High
- 6-10 Medium
- 1-5 Low

Likelihood

- Almost certain Self-explanatory
- Probable More likely than not to occur
- Possible Has the potential to occur
- Remote Unlikely to occur
- Improbable Occurrence is extremely unlikely

Severity

Multi fatality	Self-explanatory
Fatality	Self-explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self-explanatory

Print name and signature Deborah Urch

Date 17/09/2020