



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
 Highfield Park Visitor Centre
 Hill End Lane
 St Albans AL4 0RA

Village Office
 83 High Street
 Colney Heath
 Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

Appendix A

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

This **Risk Assessment** is for dealing with COVID-19 in the workplace. It is not likely to cover all scenarios and has been considered for the unique circumstances in Colney Heath Parish Council.

This is a one hazard risk assessment – the spread of Covid-19 Coronavirus

Those who might be harmed are assessed to include: Council staff, Councillors, Visitors to premises, Contractors, Vulnerable groups – elderly, pregnant workers, those with underlying health conditions

Controls Required	Additional Controls	Action who?	Action when?
<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place Stringent hand washing taking place See hand washing guidance. https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Council staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p>	<p>Council staff 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>Gel sanitisers in any area where washing facilities not readily available</p> <p>Encourage council staff to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professional/healthsurveillance.htm</p>	<p>All Staff</p>	<p>Regularly throughout working day</p>



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<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p>	<p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	All staff	When entering and leaving office
<p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including days, start & finish times/shift</p>	<p>Council staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen and outside break areas.</p>	All staff	On office premises
<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. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Council staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	All staff	As duties require



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Controls Required	Additional Controls	Action who?	Action when?
<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the office they will be sent home and advised to follow the stay at home guidance.</p> <p>The Clerk will maintain regular contact with council staff members during this time. In the case of the Clerk being ill this will be the role of the Chairman of Council or the Chairman of the HR Committee</p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on your premises (including where a member of the council has visited other premises), the Clerk of the 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>Staff should not share vehicles or taxis, where suitable distancing cannot be achieved.</p>	<p>Internal communication channels and cascading of messages through the Clerk will be carried out regularly to reassure and support all employees in a fast-changing situation. The HR Committee Chairman will be kept fully informed.</p> <p>The Clerk will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>All staff</p>	<p>As necessary</p>
<p><u>Mental Health</u></p> <p>Council management will promote mental health & wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>All staff</p>	<p>Review situation monthly or more frequently as required</p>

Any views or opinions expressed in this document are for guidance only and are not intended as a substitute for appropriate professional advice. We have taken all reasonable steps to ensure the information contained herein is accurate at the time of writing.