



COVID-19 RISK ASSESSMENT

Version 3



AUGUST 24, 2020
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs.

SPC Risk Assessment Form

Activity: Coronavirus (COVID-19)

Assessment Date: 02 JUN 2020

Review Date:
as needed

Location All Sutton Parish Council Locations

Hazard and Risk	People at risk	Controls	Severity of Risk	By whom
General	Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business	<p>Sutton Parish Council is following the Government advice: "Working Safely advice COVID 19 Offices and Contact Centres.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>The Clerk has delegated responsibility to prepare and amend risk assessments.</p> <p>Risk assessments will be updated as required.</p> <p>Staff will be included in the process.</p> <p>All staff to be treated fairly and equally.</p> <p>Staff to be give a copy of the appropriate HM Government guide on working safely during Covid-19</p> <p>Face –coverings should be worn where people come into a closer contact that 2 meters, or where Government advice indicates.</p> <p>Anyone displaying Covid-19 symptoms must not enter any of the parish council buildings. Government advice to self-isolate should be adhered to.</p>	Unknown/ variable	All

<p>General Working & Wellbeing - infection</p>	<p>Staff Hirers Contractors General public Councillors Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>All vulnerable staff will be supported to work from home for as long as is suitable and reasonable.</p> <p>Staff are encouraged to talk to each other and/or line managers. The health and wellbeing of staff will be monitored by the clerk.</p> <p>Social distancing to be practiced, stay 2m apart, signs up, tape markers as needed.</p> <p>Frequent hand washing to be practiced, notices to be displayed to encourage hand washing, soap and warm water provided, hand sanitiser at entrances to the village hall, in the office, in vehicles and as needed.</p> <ul style="list-style-type: none"> • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Any tasks that make social distancing difficult and to be reduced and accessed as needed, only essential tasks to be carried out</p> <p>Staff should not travel together in the parish van. If this cannot be avoided, masks and gloves should be worn and hand sanitiser used on any parts of the vehicle (e.g. steering wheel, gear stick) that have been touched.</p> <p>CASH use to a minimum, electronic payments to be made.</p>	<p>Unknown/ variable</p>	<p>SPC Line Managers</p>
<p>COVID Training - infection</p>	<p>All SPC Staff/Councillors</p>	<p>The SPC Risk Assessment is a living document and will be updated as required.</p> <p>All staff can be involved in the process and have access to the Risk Assessment and Government guides</p> <p>Information signs around sites</p>	<p>Unknown/ variable</p>	<p>All SPC</p>

<p>Cleaning of sites - infection</p>	<p>Staff/Councillors/ General Public</p>	<p>Our cleaning staff are reminded of the importance of paying extra attention to all surfaces and handles and any other areas that are touched regularly. They are using strong antibacterial cleaner disinfectant which is thought to kill Covid-19.</p> <p>Individual staff - Frequent cleaning of work areas and equipment between uses, using disinfectant based cleaning products and 70% alcohol sanitiser.</p> <p>If cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance see https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.</p>	<p>Unknown/ variable</p>	
<p>Travelling to Work - infection</p>	<p>Staff</p>	<p>Usually all SPC employees either walk to their place of work or drive alone in their own vehicle.</p> <p>Staff should be mindful of the Government Guidance and either walk, cycle or drive alone.</p> <p>DO NOT give lifts to colleagues during work hours or work-related business</p>	<p>Unknown/ variable</p>	<p>All SPC In place</p>
<p>Access/ Egress - infection</p>	<p>Staff Hirers Contractors General public Councillors Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>Office start and finish times are already varied, when more than one person leave/enter leave 2m gap.</p> <p>Alarms/door entry. Where there are touch key pads wipe regularly and wash hands after use.</p> <p>Hand gel dispensers at site entrances, so people can use these as soon as they enter building.</p> <p>Visitors by appointment only and they should remain in the lobby area as far as is possible.</p>		<p>All SPC</p>

<p>Parish Office Workstations and office equipment - infection</p>	<p>Staff Hirers Contractors General public Councillors Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>Signs up to remind staff to social distance, wash hands etc.,</p> <p>Communal equipment (such as photocopiers) should be wiped before and after use with disinfectant spray and hand sanitiser to be used.</p> <p>Office staff have desks set more than 2 metres apart should they be required to work in the office at the same time. Both the Clerk and Assistant Clerk can work from home and will work in the office initially on a rota system.</p> <p>All visitors to SPC office to be limited to essential only and by appointment only.</p> <p>Disinfectant spray, hand sanitiser, gloves, masks and paper towels to be provided by SPC and staff to be encouraged to clean their work area frequently using disinfectant spray.</p> <p>DO NOT share pens, staplers etc.</p> <p>Doors and windows to be opened frequently to encourage ventilation where possible</p> <p>Supplies – follow existing procedures, one person to use stationery cupboards only, can change different days, and wipe handles before use.</p> <p>Individual members of staff to keep workstations and work areas tidy, free from rubbish and as clear as possible.</p> <p>Rubbish bins are emptied daily by office Cleaner.</p> <p>Use telephone and email to communicate as much as is possible, if need to meet with colleague stay 2m apart either in well ventilated area or outside. Do Not share phones, wipe equipment regularly.</p> <p>Councillors who are visiting the office to sign paperwork should bring their own pens. Hand sanitiser to be provided.</p> <p>Parish office to remain closed to visitors unless by prior appointment. Front door is to remain locked to protect staff from unauthorised visitors.</p>	<p>Unknown/ variable</p>	<p>All SPC</p>
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<p>Communal Areas - infection</p>	<p>Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>All communal areas are cleaned daily, using anti-viral disinfectant special attention to communal points, eg door handles, toilets.</p> <p>Kitchen areas – strict one at a time policy, reminder signs put up.</p> <p>WCs – office staff to agree to use different toilets during the pandemic when two staff are in the office at the same time.</p> <p>Do not use communal tables, either sit at own desk or leave the building.</p> <p>Do not share food or make others drinks etc</p> <p>Be mindful when using kettle, photocopier etc. wipe before use and wash hands after.</p> <p>Paper towels available if staff have a preference for using these against hand-dryers</p>	<p>Unknown/ variable</p>	
		<ul style="list-style-type: none"> • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. <p>SPC will provide face coverings (if Staff prefer to wear one), disposable gloves, hand sanitiser and disinfectant spray and paper towels to the best of our ability.</p>		
<p>Lengthsman and caretaking staff</p>	<p>Lengthsman and Caretaking staff</p>	<p>SPC grounds staff should not share tools</p> <p>SPC grounds staff should make use of the provided PPE which includes gloves, masks, sanitiser and disinfectant cleaning spray.</p>		<p>All SPC</p>

Vehicle use - infection	Lengthsman and caretaking staff	<p>SPC has one maintenance vehicle.</p> <p>Staff to avoid travelling together in the parish van. Disinfectant wipe steering wheel, radio, gear stick and door handles on entering and leaving vehicle.</p> <p>No SPC vehicle to be taken home or used for personal use.</p> <p>DO NOT have passengers in work vehicles.</p> <p>Hand sanitiser to disinfectant spray & paper towels to be kept in vehicles.</p> <p>Employees should use gloves and sanitiser when refuelling the vehicle</p> <p>Employees should remove waste and belongings from the vehicle after use.</p>	Unknown/variable	SPC Maintenance Staff
Events - infection	Staff/hirers/contractors/general public	<p>Will be cancelled as required, to comply with government guidelines.</p> <ul style="list-style-type: none"> Future events will be risk assessed separately. 	Unknown/variable	All SPC
Accidents & Emergency - infection	Staff/hirers/contractors/general public	<p>Follow existing accident procedure.</p> <p>The government advice is:</p> <ul style="list-style-type: none"> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	Unknown/variable	All SPC
Deliveries - infection	Staff/hirers/contractors	<p>Restrict deliveries as much as is possible.</p> <p>Personal deliveries are discouraged at this stage.</p> <p>Deliveries to be made at to the Parish Office, keep 2m apart.</p> <p>Consider manual handling when ordering, e.g. may be better to order less more frequently.</p>	Unknown/variable	All SPC

		<p>Use sack trucks as needed to move supplies.</p> <p>Use hand sanitiser or wash hands after moving goods. Where possible do not open products for 72 hours, or wipe down thoroughly.</p>		
<p>Contractors - infection</p>	<p>Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>Essential works only to be carried out.</p> <p>All contractors to follow social distancing/personal hygiene rules, reminder signs around sites, SPC staff to remind when they arrive if possible.</p> <p>When possible contract work to be carried out when site most empty.</p>	<p>Unknown/ variable</p>	<p>All SPC</p>
<p>Bookings Facilities - infection</p>	<p>Staff Hirers Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business</p>	<p>The facilities currently closed in accordance with government guidelines</p> <p>When hiring/using SPC facilities is possible again bookings to be paid for electronically, no cash will be taken.</p> <p>Social Distancing to be carried out.</p> <p>Reminder signs around sites.</p> <p>Hand gel at site entrances.</p> <p>Soap and warm water available in toilet areas.</p> <p>Social distancing floor markings where required</p>	<p>Unknown/ variable</p>	<p>All SPC</p>
<p>COUNCIL MEETINGS - infection</p>	<p>Staff/Councillors/ General Public</p>	<p>Are being held remotely using ZOOM, paperwork uploaded onto website, reports emailed to Councillors.</p> <p>Agenda to be displayed on notice boards and website</p>	<p>Unknown/ variable</p>	<p>All SPC In place</p>

CEMETERY - infection	Staff Mourners Contractors General public Anyone else who physically comes in contact with a member of staff in relation to our business	ICCM Guidelines to be followed with regard to the number of mourners allowed to attend funeral services	Unknown/ variable	All SPC
PARKS AND PLAY EQUIPMENT - infection	Children Staff Contractors General public Anyone who comes into contact with the play equipment.	Cleaning: Frequently cleaning and disinfection objects and surfaces that are touched regularly, particularly in areas of high use. Parents and Guardians should be encouraged to clean the equipment before and after use by way of signage. Social Distancing: Reducing the number of people to allow for social distancing of 2 meters, where possible. Wearing of facemasks – Should be encouraged, but difficult to police. Booking system: This is only feasible if the equipment is indoors. Refuse: Increase the number of litter collects to ensure that there are adequate facilities for people to dispose of their litter. Signage: <ul style="list-style-type: none"> • Please try to stay 2m apart from others in the park, (come back later if it's too busy). • Please wash your hands before and after you visit the play park. • Please do not eat food and snacks on the play park • Please use hand sanitizer regularly. • Please wear a facemask if you can • If you can, wipe down the equipment before and after use. 	Unknown/ variable	Lengthsman All SPC.

<p>COMMUNITY BUILDINGS Infection</p>	<p>Staff Hirers Councillors Contractors Delivery drivers</p>	<p>Social Distancing and capacity</p> <p>Strict adherence to social distancing will be in place in all facilities of 2 metres or 1 metre with risk mitigation (where 2m is not viable)</p> <p>The size and circumstances of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. Total floor space and pinch points will be taken into account.</p> <p>Users should continue to socially distance from those they do not live with wherever possible. Users of community facilities should limit their social interaction to 2 households (including support bubbles) in any location, or if outdoors potentially up to 6 people from different households.</p> <p>Premises that are Covid secure will be able to hold more than 30 people, subject to their own capacity limits.</p> <p>Where gatherings have more than 30 people, those operating venues should take additional steps to ensure the safety of public and prevent large gatherings or mass events from taking place. There will be no indoor performances, including drama, comedy and music in front of a live audience at this time.</p> <p>This risk assessment determines the maximum capacity of the space while maintaining social distancing according to the relevant guidelines.</p> <ul style="list-style-type: none"> • Make use of multiple entry/exit points where possible. • Manage the arrival/departure times • Queue management. <p>Cleaning</p> <p>All surfaces, especially those frequently touched, should be cleaned regularly, using standard cleaning products. Particular attention should be paid to used objects, surfaces or spaces, including doorways between outside and inside.</p> <p>Sufficient time needs to be allowed for this cleaning to take place, particularly before re-opening.</p> <ul style="list-style-type: none"> • Signs and posters to build awareness of good handwashing. • Provision of hand sanitizer • 		
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- Set clear guidance for use and cleaning for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Provision of hand drying facilities, (paper towels)

Hygiene and face coverings

On entering and leaving buildings, everyone, including staff will be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitizer.

If possible, where a face covering in enclosed public spaces where social distancing is not possible and when you come into contact with people you don't normally meet.

Vulnerable People

Certain groups of people are at increased risk from covid-19, and as such individuals are advised to stay at home as much as possible.

Toilets

These should be carefully managed.

- Signs and posters to build awareness of the importance of hand washing.
- Provision of soap, hand towels and driers
- Adequate bin facilities
- Keep ventilated if possible
- Increase frequency of cleaning

NHS Test and Trace

Temporary records of users of buildings need to be kept for 21 days.

- Staff will record when they are in the building
- Hirers will be asked to provide a list of people in their groups.
- Private hirers will be asked to provide a list of people.

Travel and Parking

Car parking for all facilities will be open. Social distancing will be encouraged.
Notices will be in place at car parks
Face coverings are mandatory on public transport.

Permitted activities in community facilities

Recreation, leisure and social gatherings.

Facilities that are Covid-19 secure will be able to hold more than 30 people, subject to their own capacity limits, although any individual group should not interact with anyone outside of the group they are attending the venue with – so in a group no larger than 2 households of 6 people if outdoors.

Community facilities should not facilitate large gatherings or celebrations.

Community facilities should not permit:

- Indoor performances, including drama, comedy or music in front of live audiences.
- Singing and wind and brass playing is limited to professional context only.

Prior to accepting a booking the parish clerk will assess the hirer's requirements, and work with the hirer to ascertain the best facility for the booking, this will be based on amount of people using the room, how social distancing can be achieved, and use of communal space considerations. (All to be considered within current government covid-19 guidelines).

Meetings and Civic Functions

Meetings will continue to take place digitally without the need for face-to-face contact.

Office Spaces

Where community facilities feature office spaces, office space guidance will be followed.

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Document control

DATE	COMMENTS
02 JUN 2020	Original document produced V1
23 rd June 2020	Full Council.
7 July 2020	Additions of risks for opening of play area. V2
17 th August 2020	V3 To include Community facilities, hirers, and use government guidance.