

## Coronavirus Risk Assessment for Sevenoaks Town Council

This risk assessment documents the risk control measures introduced within the workplace to control the spread of coronavirus (COVID-19).

<b>Location/Dept:</b> Town Council	Date Assessed:	Assessed by:
<b>Task/ Activity:</b> Town Council (coronavirus) / employee working in the community	Review Date: weekly	Reference Number:

Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in the Town Council	Contact with persons suffering from coronavirus	Employees Contractors Visitors Councillors Volunteers	<p>If an employee or known visitor tests positive for coronavirus, all employee(s) who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England/Wales local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></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</p>

			<p>All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and detergents, according to current recommended workplace legislation and practice.</p>				<p>prevention and control will be sourced from the Government website</p>
Working in the Town Council	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Councillors Volunteers	<p>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>Employees who have returned from category 1 countries should quarantine themselves, even if they do not show any symptoms.</p> <p>Employees who have returned from category 2 countries should quarantine themselves if they start showing symptoms of coronavirus.</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 Institute of Cemetery and Crematorium Management (ICCM).</p>
Working in the Town Council	Contact with packages or items handled by persons who may have	Employees Contractors Visitors Councillors Volunteers	<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>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales and the GOV.UK website wherever possible.</p>

	been exposed to coronavirus						Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
	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.	Employees Contractors Visitors Councillors Volunteers	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.				Further guidance and recommended risk control measures/infection prevention and control will be sourced from the Institute of Cemetery and Crematorium Management (ICCM).

<p>Working in the Town Council</p>	<p>Contracting and spreading of infection</p>	<p>Employees Contractors Visitors Councillors Volunteers</p>	<p>Basic infection controls should be followed as recommended by Public Health England/Wales: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Regular communication/updates on hygiene practices with all employees (including signage) and employee(s) to follow government guidance on social distancing and current situation. Try to avoid close contact with people who are unwell by maintaining the two-metre guidance. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. Follow advice NALC/LGA regarding services that can/are to be suspended. Administrative employee(s) are to work from home (where possible) with agreement of line manager Suspend non-essential meetings (core meetings only)/use video conferencing. Public Health England (PHE) recommended PPE available and to be worn. Separate risk assessment for vulnerable employee(s) completed on an individual basis.</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><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Further guidance and recommended risk control measures/infection prevention and control will be sourced from the Institute of Cemetery and Crematorium Management (ICCM), and the National Association of Funeral Directors (NAFD).</p>
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			<p>Town Clerk to consider remote working (where possible).</p> <p>Town Clerk to regularly review/update Business Continuity Plans (BCPs), Standard Operating Procedures (SOPs), Scheme of Delegation, etc.</p> <p>Voting to be carried out electronically (where possible).</p> <p>Funerals to be limited with number of mourners in accordance with government guidance on social distancing, i.e. family members only.</p> <p>Town Council to be informed of deceased relevant information by Funeral Directors to prepare for relevant response.</p> <p>Employee(s) to follow cleaning schedule(s).</p> <p>All non-critical services/buildings suspended/closed (including public buildings, toilets, etc.) in line with government guidance on social distancing. Website updated with regular service updates.</p> <p>All play areas, open air gyms, skateboard park and hire of buildings closed with immediate effect, with signage posted in line with government guidance on social distancing.</p> <p>Contact the police if an employee feels threatened due to violence and aggression.</p> <p>Grave digging to be carried out as per normal operations following normal risk assessment and control measures, with employees working two metres apart.</p>			
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			<p>Advice taken from insurer re: unoccupied buildings. Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre. Availability of professional independent Employee Helpline commissioned by STC.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				
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Working in the Town Council	Employee (s)/councillor wellbeing – mental health	Employees Contractors Visitors Councillors Volunteers	Keep in very regular contact with employees/councillors.				Review Town Council stress risk assessment.
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# Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	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
SEVERITY (CONSEQUENCE)						

Summary	Suggested Timeframe	
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



## Daily Monitoring Checklist

ENSURE THAT YOU HAVE:

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 soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	

## Coronavirus Risk Assessment for Workshops, Messrooms & Vehicles

This risk assessment documents the risk control measures introduced to control the spread of coronavirus (COVID-19) in addition to the Town Council Risk Coronavirus Assessment

Location/Dept: Open Spaces & Cem Workshop, messroom & vehicles	Date Assessed:	Assessed by:
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Task/Activity: OS/Cem Coronavirus	Review Date: Frequent (daily and weekly)	Reference Number:
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Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Working in Cem & OS	Contact with persons suffering from coronavirus	Workshop Operatives	<p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <p>All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</p> <p>Staff are working on staggered time scales to reduce contact between persons.</p> <p>Only set number of persons employed across the whole site, separated by large distances and encouraged not to congregate.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#manufacturing-and-processing-businesses">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#manufacturing-and-processing-businesses</a></p>

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Working in Cem & OS	Contact with persons who may have been exposed to coronavirus	Workshop Operatives	<p>Employees who are suspected to have coronavirus are to self-isolate 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 self-isolate (see link in additional controls).</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		<p>All existing risk assessments will be maintained and followed.</p> <p>It is good practice to wipe any packages down with soapy cloth and hot water.</p> <p>Operatives to wash their hands following handling of any packages or use hand sanitiser.</p>				
	Disposal of waste that may be contaminated by a		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for</p>				

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	coronavirus sufferer		<p>storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>				
Use of equipment and machinery	Exposure to virus through handling of equipment, contact with surfaces, etc.	Workshop Operatives	<p>Only one person to use their own machine, forklift and welding equipment.</p> <p>Operatives encouraged to wipe down surfaces, handles, operational buttons, etc. frequently.</p>				

<p>Working in Cem &amp; OS</p>	<p>Contracting and spreading of infection</p>		<p>Basic infection controls should be followed as recommended by the government:</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</p> <p>Put used tissues in the bin straight away.</p> <p>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</p> <p>Try to avoid close contact with people who are unwell.</p> <p>Clean and disinfect frequently-touched objects and surfaces.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible with any additional advice for the cemetery from the Institute of Cemetery and Crematorium Management (ICCM).</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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Vehicles	Contracting and spreading of infection		<p>Sanitize all vehicles before use  Only one person in vehicle no passengers  Wear gloves  Sanitize vehicle cabs at finish of day</p>				
messroom			<p>ONE- IN ONE -OUT POLICY  Sanitize everything on arrival and departure and regularly during the day, wear disposable gloves and mask as much as possible, sterilize spoons, cups, glasses with very hot water,  Make drink then sit in dressing room or outside  Sanitize keys everyday as you collect or return them.</p>				

PLEASE SEE DAILY MONITORING CHECKLIST

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Summary		Suggested Timeframe
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## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed all updated guidance from the government			
Reviewed and updated the risk assessment to incorporate any changes to the guidance			
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available			
Monitor activities to ensure social distancing measures, cleaning & hygiene procedures are being strictly adhered to			
Identified and implemented the (new) recommended control measures			





						iii) Stalls not to be removed or altered during open hours of market	
2	Market structure build	Poor construction causing possible injury	traders and public	Medium	Medium	Two people to erect gazebos	
3	Market structure build – cables	Tripping causing minor injury	traders and public	Medium	Medium	Cables to be kept to a minimum and covered. Cables must be run between stalls where public have no access	
4	Gazebo safety	Collapse of temporary structure causing minor injury	traders and public	Medium	Medium	Stalls to be checked for damage at start of market. In the event of adverse weather conditions the Town Council will take a view on the risk presented in leaving the market open	
5	Stall holder's products and equipment for duration of market	Present potential tripping hazard	traders and public	Medium	Medium	Ensure all traders keep contents of their stalls within the boundary of their stalls	
6	Sale of food	Food contamination causing illness	traders and public	Medium	Medium	Traders asked for a copy of their health and hygiene star rating, registration with their local environmental health department and public liability before the start of the market. Food hygiene is the responsibility of the stall holder	
7	Environmental Health  Accumulation of litter (attracting pests and slips and trips)		traders and public	Medium	Medium	All refuse, packaging generated by the traders to be contained within the stall area during opening hours of the market All loose refuse to be stored in refuse bags	
	<b>Additional Hazard 2020</b>	<b>Risk</b>	<b>To whom</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>	<b>By Whom</b>
	Coronavirus	Spread of disease	Traders and public	Low	High	Traders to be aware of current Government Legislation	

						<p>To ensure social distancing measures are in force and adhered to by traders and public</p> <p>Use signage and marker tape to indicate distancing</p> <p>Appropriate Personal Protection Equipment to be used by traders, including disposable gloves</p> <p>Sanitiser to be available and used</p> <p>Encourage payment by contactless card where possible</p> <p>Request public not to handle produce unless purchasing</p>	
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<b>Assessor Signature:</b>	<b>Town Clerk's Signature:</b>
<b>Date:</b>	<b>Date:</b>