



## HENSTRIDGE PARISH COUNCIL

**Clerk:** Emma Curtis, 14 Everlanes Close, Milborne Port, SHERBORNE, DT9 5FT

**Tel:** 01963 250015 **Mob:** 07745 270285

**e-mail:** [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

[www.henstridgeparishcouncil.org.uk](http://www.henstridgeparishcouncil.org.uk)

### COVID-19 GENERAL WORKPLACE RISK ASSESSMENT

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 is a generic Risk Assessment for dealing with COVID-19 in the workplace. All employees and Councillors when conducting Parish Council business will be required to adhere to the guidance presented in this document. Employees and Councillors will be provided with a copy of this document

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Council staff</li> <li>• Councillors</li> <li>• Volunteers</li> <li>• Contractors</li> <li>• Vulnerable groups</li> <li>• Anyone who physically comes in contact with you in relation to Henstridge Parish Council</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place</li> <li>• Stringent hand washing taking place</li> <li>• See hand washing guidance</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<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>To help reduce the spread of Coronavirus (Covid-19) remind everyone of the public health advice  <a href="https://www.hse.gov.uk/coronavirus/index.htm">https://www.hse.gov.uk/coronavirus/index.htm</a></p>			

		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in area of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b> 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. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc.</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 council staff.</p> <p><b>Wearing of gloves</b> 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><b>PPE</b> Public Health guidance on the use of PPE (personal protective equipment) to protect against Covid-19 relates to health care settings. In Henstridge Parish Council</p>	<p>Rigorous checks will be carried out by the Parish Clerk to ensure that the necessary procedures are being followed.</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. Parish Clerk checks to ensure this is adhered to.</p> <p>Council staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
--	--	---	---	--	--	--

		<p>individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature they will be advised to follow the stay at home guidance.</p> <p>The Parish Clerk will maintain regular contact with council staff members during this time.</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 Parish Clerk 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><b>Mental Health</b> The Parish Clerk will promote mental health &amp; wellbeing awareness to council staff during the Coronavirus outbreak and will offer whatever support they can to help. <a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></p>	<p>The Parish Clerk and HR Rep will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	---	---	--	--	--