	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 www.henstridgeparishcouncil.org.uk

COVID-19 COUNCIL RECOVERY/REOPENING HEALTH AND SAFETY CHECKLIST

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 pandemic has had an impact on organisations in many different ways, meaning that working assumptions made prior to Covid-19 are no longer true. Lessons need to be learned and Councils may need to adapt and change their operating procedures, policies and practices.

This Checklist aims to list some of the issues that Henstridge Parish Council should consider.

COUNCIL OPERATION				
No	**Activity**	**Recommendations**	**Checked**	**Actions/Completed Date**
1	**Sector-specific advice**	Have you checked that UK Government Sector Specific advice for local authorities? https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government		
2	**Insurance**	Have you checked with your insurance brokers that your insurance is still in place with your insurance company and no payments have been missed?		
3	**Personnel & Staffing**	Have you considered your staffing requirements for the next period?		
		Have you considered the effect this business interruption has/will have on your council?		
		Have you considered whether there are any temporary or permanent changes to the way your council operates that could result in: - A reduced requirement for staff in some areas that could result in redundancies - An increased requirement for staff in some areas - Changes to responsibilities/roles - Changes to operating hours and/or locations of work		

No	Activity	Recommendations	Checked	Actions/Completed Date
3	**Personnel & Staffing (continued)**	Have you considered that some Clerks, Councillors or staff members may now have restrictions such as self-isolating due to family members, childcare responsibilities etc. i.e. flexible working?		
		Have you considered if any of your Clerks, Councillors or staff members with vulnerabilities i.e. underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work?		
		Have you considered social distancing requirements and any mitigating actions to reduce the risk of transmission between staff?		
3	**Personnel & Staffing (continued)**	Have you considered how you will communicate to all council staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every shift		
		Have you considered how you will communicate with staff to only work if they are well and no one in their house is self-isolating?		
		Do you have the required Personal Protective Equipment to continue with specific tasks?		

Notes/Comments

5	**Operating procedures & policies** All councils will have to change how they operate to some extent. You should review all your policies, risk assessments and safe systems of work to make sure they are still relevant. Do they reflect your current practices?	Has your council's operating model changed? Do you intend to operate differently now? For example: • Taking on more volunteers and creating specific Covid-19 Support Groups to tackle the crisis • Adapting the way AGM's decision making and large meetings are held • Home working is now a big part of your new operating rhythm		
		COvid-19: have you considered Covid-19 specifically in your review of your operational policies & procedures? • Do you require a Covid-19 Policy? • Do you require a Covid-19 Risk Assessment?		
		Home working: Have you considered what your council needs to provide to ensure your staff can work effectively from home?		
		Welfare: Have you considered if you can provide suitable welfare facilities for your council staff, councillors, volunteers contractors etc.?		
		Lone Working: Do you have councils staff that are lone working due to home working or reduced staffing levels? Do you need to consider additional steps to protect them?		
		Wellbeing: Have you considered the mental wellbeing of your council staff from isolation or general concerns? • Employers should utilise the numerous online resources and guides on how to manage staff wellbeing.		

Notes/Comments

Social Distancing

| No	Activity	Recommendations	Checked	Actions/Completed Date
1	Follow government guidance on social distancing The guidance is being updated regularly	https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults		
2	Numbers of council staff in the workplace	Review the number of council staff required in the workplace but maintain a safe working level.		
3	Distances between people	Consider marking the floor at 2m intervals to get people used to keeping the social distance, both in any queues and in the workplace		
4	Delivery arrangements	Have you risk assessed and put in place safe and working procedures for goods inwards and signing arrangements.		

Notes/Comments

HAND WASHING

| No	Activity	Recommendations	Checked	Actions/Completed Date
1	Hand washing	Ensure all council staff are regularly washing hands in line with government recommendations, you may find the attached information useful: https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing		
2	Protecting others	Remind staff on how to protect themselves and others following the government guidelines		

PREVENT THE SPREAD OF THE VIRUS:

Promote frequent hand washing or use sanitiser.

Display Government and NHS Guidelines on hand washing.
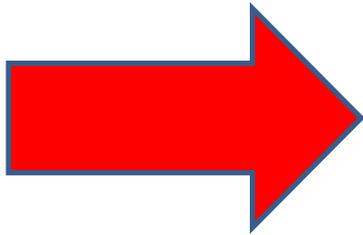
HOW TO DON GLOVES
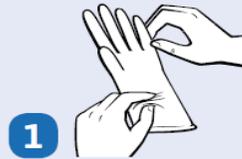
1 Remove one glove from the package and inspect it to be sure no pinholes or tears are present.

2 If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.

3 Insert five fingers into the cuff and pull the cuff over the wrist.

4 Check for a secure fit around the fingers and palm. The cuff should fit snuggly around the wrist.

HOW TO DOFF GLOVES

1 Grasp the outside edge of the glove near the wrist.

2 Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.

3 Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.

4 Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

SELF ISOLATION				
No	**Activity**	**Recommendations**	**Checked**	**Actions/Completed Date**
1	Rules on self-isolation:	Ensure that council staff are clear on the rules regarding the symptoms of Covid-19 and self-isolation if required to		

Stay at Home guidance for households: current guidelines illustrated

Criteria and guidance applied as of 17/03/2020:
Incubation period = maximum 14 days
Day 1 is the first day of symptoms
The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days
If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.
Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person
Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

	DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Person in household																					
Example household 1	A	X			+7 days from becoming ill				✓													
	B				X		+7 days from when they became ill					✓										
	C					+14 days from person A becoming ill										✓						
	D					+14 days from person A becoming ill										✓						
Example household 2	A	X			+7 days from becoming ill				✓													
	B				X		+7 days from becoming ill					✓										
	C					+14 days from person A becoming ill								X		+7 days from when they became ill					✓	
	D					+14 days from person A becoming ill										✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again

Wellbeing and Mental Health:				
No	**Activity**	**Recommendations**	**Checked**	**Actions/Completed Date**
1	Stress	Look out for signs of stress and consider if any identified stress could be as a result from work pressure.		
		If you are concerned about a member of council staff, encourage them to speak to their GP		
		If it is something that can be addressed due to work pressure, act accordingly		
STAFF COMMUNICATION				
1	Council Staff Communication	How often are you going to keep in touch and how?		
		What work will they be doing and how long for?		
		Ensure you are completing regular check in's with them to ensure they are safe and well, otherwise it can lead to employees feeling isolated		
		Keep in touch as a team, encourage staff to make calls to colleagues and support each other		
Notes/Comments				

Adopted 6th July 2020