

Leighton-Linslade Town Council Risk Assessment Form

Location : Teenage Advice Centre-Teenage Information Centre

Date Assessed: 13/07/20

Assessed by: Ian Haynes

Task / Activity: Working safely in office

Review Date: Weekly

Reference N°: Working Safely during COVID-19

Activity / Task	Hazards / Risks	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk / Priority	Additional controls required
How to raise a concern about COVID-19 in the workplace.	All employees can contact the Town Clerk and or the Responsible Health and Safety Office to raise any concerns in confidence.	Employees Visitors Contractors Elected Members	Mark S Town Clerk – 01525 631913 Ian Haynes Responsible Health and Safety Officer – 07960 873551 Or may contact the HSE by phone on 0300 003 1647	1	1	2	A copy of this risk assessment will be given to all employees for consultation. Signed Staying COVID-19 Secure in 2020 notices will be given to all employees and will be displayed on all staff notice boards.
Who should go to work	That everyone should work from home unless they cannot work from home.	Employees Visitors Contractors	Staff should work from home if at all possible and consider remote working options first. Planning for the minimum number of people needed on site to operate safely and effectively. Monitoring the wellbeing of all staff who are working from home and helping them stay connected to the rest of the workforce. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Providing equipment for people to work at home safely and effectively.	2	2	4	Access to office is by permission only.

Protecting people who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals.	Employees	<p>Providing support for workers around mental health and wellbeing.</p> <p>See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.</p>	3	3	9	Where required enhanced individual risk assessments and monitoring for clinically extremely vulnerable and clinically vulnerable groups. Will be completed by the Responsible Health and Safety Officer.
People who need to self-isolate	To make sure individuals who are advised to stay at home under government guidance do not physically come to work for any reason.	Employees	<p>Whether possible enabling workers to work from home while self-isolating if appropriate.</p> <p>See current guidance for people who have symptoms and those who live with others who have symptoms.</p>	2	2	4	Check government guidance weekly and inform staff as required.
Equality in the workplace	To treat all employees in the workplace equally.	Employee	It is breaking the law to discriminate, directly or indirectly.	1	1	2	Ensure that reasonable adjustments to avoid discriminating against protected characteristics
Social distancing at work	To maintain 2m social distance wherever possible at all times.	Employee Visitors Contractors	All employees must maintain social distancing in the workplace including while arriving at and departing from work.	3	3	9	Social distancing applies to all parts of the building.
Coming to work and leaving work	To maintain social distancing wherever possible, on arrival departure and to ensure handwashing upon arrival.	Employee Visitors Contractors	<p>Practice social distancing wherever possible.</p> <p>Ensure handwashing upon arrival or hand sanitiser where not possible at all entry/exit points.</p>	3	3	9	<p>Social distancing applies to all parts of the building.</p> <p>Discourage all non-essential conversations.</p>

Moving around the building	To maintain social distancing wherever possible while people travel through the workplace.	Employee Visitors Contractors	Practice social distancing wherever possible. Restrict access between different areas/offices.	3	3	9	Discourage all non-essential conversations.
Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations.	Employee Visitors Contractors	Practice social distancing wherever possible. Workstations and offices should be assigned to an individual and not shared. If they are needed to be shared, they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then consideration needs to be taken as to whether the activity continues to operate at all.	3	3	9	Documented review of all workstations. Manage occupancy levels to enable social distancing. No hot desking allowed. Individuals to clean their workstations before and after use and wipe down anything that is touched in the kitchen and or photocopier/ franking machine after each use.
Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	Employees Visitors Contractors Elected Members	Consider remote working options first. Only absolutely necessary participants should attend and 2m separation is maintained throughout and meetings should. Consider holding meetings outdoors or ensure rooms are well-ventilated (when guidance allows) Meeting time should be as short as possible.	3	3	9	Ensure hand sanitiser and tissues are freely available.

Common areas	To maintain social distancing while using common areas.	Employees Visitors Contractors	Practice social distancing wherever possible. Common areas such as kitchens must be only used by one person at a time.	3	3	9	Ensure hand sanitiser and tissues are freely in all common areas
Accidents, security and other incidents	To prioritise safety during incidents.	Employees Visitors Contractors	In an emergency, people do not have to stay 2m apart as this is considered unsafe. However, the amount of time social distancing measures can not be maintained must be kept to a minimum.	2	4	8	All employees involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards.
Managing visitors and contractors	To minimise the number of unnecessary visitors to the office.	Employees Visitors Contractors Elected Members	The offices officially remain closed to the public and Elected Members. Consider remote working options first. Where site visits are required, guidance on social distancing and hygiene should be explained to visitors on or prior to arrival.	3	3	9	Limiting the number of visitors and contractors should be kept to no more than 2 at any one time
Cleaning the workplace	To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Employees	All employees have to keep their workplace clean to prevent transmission by touching possibly contaminated surfaces. Frequent cleaning of work areas and equipment that are touched regularly. All workstations are limited to one allocated employee.	2	2	4	Provide approved wipes and cleaning products and in all offices to aid in cleaning by all employees.

Hygiene – handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.	Employees	Build awareness of good handwashing technique, increased handwashing frequency, avoid touching your face and cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available. Keep good hygiene through the workplace.	2	2	4	Provide regular reminders and appropriate signage to maintain personal hygiene standards. Provide hand sanitiser and tissues in every office. Enhanced cleaning by staff in the building on known hotspots. Where possible consider providing paper towels as an alternative to hand dryers in toilets.
Personal Protective Equipment (PPE) and face coverings	Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19.	Employees	Employees should wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser. And continue to wash their hands regularly throughout the day. Practice social distancing wherever possible.	2	2	4	Ensure all staff are issued with hand sanitiser and stocks are maintained to ensure effortless replenishment.
Workforce management	To minimise the number of unnecessary visitors to the office.	Employees	Where remote working options are not possible. Only staff who are required to work from the Teenage Advice Centre-Teenage Information Centre.	3	3	9	Identify hot spots areas where people directly touch and enhance internal cleaning regime.
Work-related travel	To avoid all unnecessary work travel.	Employees Elected Members	Minimise all non-essential travel – Consider remote working options first.	2	2	4	Only one person per vehicle. No sharing.

Communication and Training	To make sure all employees are kept up to date with how safety measures are being implemented.	Employees	Provide clear, consistent and regular communication. Communicate operational procedures to understand any unforeseen impacts.	3	3	9	Communicate approaches and operational procedures to suppliers, customers and working collaboratively with landlords and other tenants to ensure where possible consistency.
Deliveries	Maintaining social distancing and avoid surface transmission.	Employees Delivery person/ Contractors	All inbound goods will be dropped off in the secure area to the rear of the White House – Delivery drivers will be given the combination for a padlock.	3	3	9	Deliveries should be planned.

Assessor's signature:

Responsible Health and Safety Officer's Signature:

Date:

Date:

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)

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

5. Very High (Fatality / Business closure)

LIKELIHOOD

1. Improbable / very unlikely

2. Unlikely

3. Even chance / may happen

4. Likely

5. Almost certain / imminent

	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 next 3-6 months
1-5	Low	Whenever viable to do so

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