

Council

Date: 27th July 2020

Title: COVID-19 Secure risk assessments for The Teenage Advice Centre-Teenage Information Centre and reopening Town Council 3 named pavilions.

Purpose of the Report: To seek Council endorsement of two COVID-19 Secure risk assessments.

Contact Officer: Ian Haynes, Responsible Health and Safety Officer

Corporate Objective/s	LLTC Five Year Plan	
Implications:		
Financial		
Human Resources		
Operational/Service delivery		
Procedural/Legal		
Risk/Health and Safety	✓	Applying Covid-19 risk management actions

1. RECOMMENDATIONS

Should Members be minded, the proposals are:

- 1.1 To note the report.
- 1.2 That Leighton-Linslade Town Council as employer endorses Appendix A, Appendix B, Appendix C and Appendix D COVID-19 Secure risk assessments.
- 1.3 That, in order to ensure any future changes in either Government guidance or changes which need to be made locally, can be actioned swiftly, any proposed future amendments to COVID-19 Secure risk assessments be authorised by Council by email, in accordance with the emergency decision making procedures resolved by Council on 20 March 2020.

2. BACKGROUND

- 2.1 A council's power to employ people is contained in section 112 Local

Government Act 1972. Councils can take on employees if it helps them to exercise their statutory functions. The council as the corporate body is the employer for all its employees and is therefore responsible for all employee related policies including health and safety.

- 2.2 The government's guidance on managing the risk of COVID-19 sets out a number of steps which have to be met before facilities and places of work can either open fully or to some extent open.
- 2.4 Under normal circumstance, the approval of a risk assessment is an operational decision that would rest with the Responsible Health and Safety Officer. However, in this case, the situation is slightly different given that government guidance specifically names the employer/owner and not an individual post or role.
- 2.5 The Employer is asked to confirm that they have complied with the government's guidance on managing the risks of COVID-19 and that the five steps to safer working together are achieved.
- 2.6 Appendix A, Appendix B, Appendix C and Appendix D set out the partial return to working from The Teenage Advice Centre-Teenage Information Centre and reopening Town Council pavilions, respectively.
- 2.7 In partial and reopening the said facilities, the Council will wish to ensure we comply with Public Health England advice and Government rules/guidance. The Council needs to balance the opening of these facilities to adhere to guidance. To this end, the attached risk assessments has been written and signed off by the Council's Responsible Health and Safety Officer (Appendix A is for the partial return to working from The Teenage Advice Centre-Teenage Information Centre, whilst still being closed to the public and Appendix B, Appendix C and Appendix D is for the reopening of the Town Council pavilions and the Council will wish to display the COVID-19 self-certificate/notice Appendix E).
- 2.8 It is not anticipated that the Council will incur additional contractor costs in the reopening of the Town Centre pavilions. It is expected that additional anti-bacteria consumables will need to be purchased along with public signage to remind the public of the distancing rules as well as the COVID-19 self-care and stay at home messaging. These costs will be met by the existing budgets/approvals.
- 2.9 Once the Teenage Advice Centre-Teenage Information Centre risk assessment is approved, further steps will be taken towards allowing a partial return to work, where appropriate and necessary, for some employees. These will include individual workstation assessments, sourcing of appropriate signage, screens etc.
- 2.10 Until Government guidance states otherwise, the presumption remains that all staff who can work from home, continue to do so.

2.11 Please note that our community facilities offer a wide range of local activities and services. In line with the government's recovery roadmap, different activities are subject to specific reviews and guidance on when and how they are permitted to resume. We are only authorised to allow services that are permitted to take place.

End.