

Risk assessment template

Company name: St Dennis Parish Council

Assessment carried out by: Lynn Clarke

Date of next review: February 2022

Date assessment was carried out: 25th January

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Actioned by Who?	Action needed by?	Done
Visitors	Social distancing measures not being maintained. The monitoring of visitors to the office.	<ul style="list-style-type: none"> All visitors to be prohibited from entering the office. Where necessary meeting to be arranged outside. Any meeting that requires and indoor setting will be managed via a booking system, and a suitable large room arranged for this purpose. Window to be left open in meeting room. 		All staff and Cllrs to monitor	ongoing	

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		<ul style="list-style-type: none"> • Face coverings to be worn unless there is a medical exemption. • Names and contact phone numbers to be obtained and stored in line with NHS track and trace. 				
<p>Lack of protection of staff and visitors</p>	<p>Someone entering the building who is displaying symptoms causing potential risk of spreading infection</p>	<ul style="list-style-type: none"> • Guidance to be provided to all staff and visitors before entering the building. • Signage to be displayed on building and visitors will not be allowed in the office • Staff to undertake lateral flow tests twice a week • Face coverings to be worn by staff and visitors unless a medical exemption applies. 		<p>Staffing Committee and Staff members</p>	<p>ongoing</p>	

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<p>Health of workers in the office, continuation of Parish Council Business</p>	<p>Staff, Members, Visitors increase in infection rates locally.</p>	<ul style="list-style-type: none"> • Staff to work on their own when in the office as much as possible • Lateral flow tests to be carried out twice a week • Members of the public not to attend the Parish Council office • Communication with staff to be via email, Zoom and telephone where possible. • When more than one member of staff is in the office face coverings must be worn where social distancing cannot be observed. 		<p>Staffing Committee, staff, members</p>		
<p>Health of workers in the office</p>	<p>Staff not adequately protected from risk of infection.</p>	<ul style="list-style-type: none"> • Screens to be fitted to reception desk, face shields available for staff 		<p>Staffing Committee and staff to monitor</p>	<p>Ongoing</p>	

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		<p>when working in the office.</p> <ul style="list-style-type: none"> • Room divider to be installed near entrance to office. • Portable desk divider or face shield to be used when social distancing cannot be maintained. • Staff to undertake lateral flow tests twice a week. 				
<p>Protection of Staff & Cllrs with vulnerable family members.</p>	<p>Family members with ongoing medical problems. Risk of infection being passed to vulnerable family members.</p>	<ul style="list-style-type: none"> • Staff members to work from home where vulnerable family members have been identified. • Office visits for files to be undertaken when the building is empty. • Staff to ensure daily cleaning of all equipment and furniture. 	<p>Review regularly and amend where new controls are identified</p>	<p>All Cllrs and staff to monitor</p>	<p>ongoing</p>	

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		<ul style="list-style-type: none"> • Cllrs not to visit the office. If meetings need to be held, large meeting room to be booked and windows to be left open to ensure adequate ventilation. • If working form, the office is required staff members to wear face coverings and ensure the room is adequately ventilated. 				
Hand Washing	Staff and visitors not washing their hands frequently	<ul style="list-style-type: none"> • Staff will be requested to wash their hands regularly and on entry or exit to the office. • Handwashing signs to be displayed. • Hand sanitising station to be provided in the office. 	none	All staff to monitor	Ongoing	

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Social distancing	Social distancing will not be maintained	<ul style="list-style-type: none"> • Signs to be displayed within the reception area to remind staff to maintain social distancing. • Staff to limit movement around the building. • Visits to be by appointment only and a separate room will be booked to avoid unnecessary contact. • Face coverings to be worn when undertaking meetings with members of the public. 	Review regularly	All staff	Ongoing	
Equipment	Cross contamination from sharing equipment	<ul style="list-style-type: none"> • Wipes to be provided within the office to clean equipment that has been shared between uses. 		All staff	Ongoing	

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		<ul style="list-style-type: none"> Sharing of personal equipment is not permitted. Equipment and furniture to be disinfected before leaving the office. 				
Facilities	Cross contamination from using communal refreshment facilities.	<ul style="list-style-type: none"> Staff to wash their hands before any use of equipment. 		Staff and centre manager	Ongoing	
Toilets	Cross contamination from sharing frequently used facilities	<ul style="list-style-type: none"> Toilets cleaned daily by centre cleaner. Cleaning product will be made available for use when using the facilities. Toilets will operate a one in one out system and hand sanitiser will be provided to be used prior to entry. 				

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Cleaning	Cross contamination from contact with frequently touched surfaces.	<ul style="list-style-type: none"> Frequently touched surfaces such as door handles, tables and equipment should be wiped by staff daily. 		All staff	ongoing	
Risk Assessment	Staff, Visitors and Vulnerable Family Members	<ul style="list-style-type: none"> To be reviewed regularly to ensure changes are in line with current Guidance. 		Staffing Committee		

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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