



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey, GU27 2HG

## COVID-19 Risk assessment for Haslemere Town Hall

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Spread of Covid-19 Coronavirus</b>	Staff Councillors Visitors to Town Hall premises Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with town hall officers in relation to council business	<b>Hand Washing</b> <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 hand dryer. Government recommends air dryers or paper towels</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	Employees must wash their hands on entry to the building and be reminded to wash their hands for 20 seconds with water and soap.  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.  Encourage staff to report any problems.  Posters, leaflets and other materials are available for display.			

		<p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Cleaning policy in place</p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing -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</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Video / conferencing calls to be used instead of face to face meetings.</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell in the workplace with a new continuous cough, high temperature or loss of taste and smell they will be sent home and advised to follow the stay at home guidance.</p>	<p>Rigorous checks will be carried out by Town Clerk to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Internal communication channels and cascading of messages through Town Clerk / Council will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Visitors are not permitted to the Town Hall unless absolutely necessary. The Town Clerk must approve any visitor. If a visitor must come to the Town Hall they will be directed upstairs to the Council Chamber where a socially distanced meeting will take place.</p> <p>Visitors must wear masks and sanitise their hands on entry to the Town Hall.</p> <p>Town Clerk will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		<p>Town Clerk / Council will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace 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.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><b><u>Travel abroad</u></b></p> <p>Staff should exercise caution when booking holidays to places which are not on the Government's except list  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</a></p>	<p>The Covid-19 test and trace app must be used by all visitors, scanning the Town Council QR code.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>The Town Clerk, in association with the Chair of Staffing, will decide whether staff returning from holiday need to self-isolate / work from home on return.</p>			
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