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| **COVID-19 Risk Assessment**  Barton-Upon-Humber Town Council, The Assembly Rooms, Queen Street, Barton.  To be reviewed regularly and in line with changes of government guidance |



| **What are the Risks** | **Task** | **Who might be Harmed** | **Control Measures in Place** | **Actions** | **Date Completed** |
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| Spreading or contracting of COVID-19  Spreading or contracting of COVID-19  Spreading or contracting of COVID-19  Spreading or contracting of COVID-19  Spreading or contracting of COVID-19 | Fitness to work  Working from the Town Council Office  Visitors  Using office and welfare facilities  Behaviour | All staff  Visitors  Contractors  Councillors  Public  Volunteers  Others  All staff  Visitors  Contractors  Councillors  Public  Volunteers  Others  Staff  Visitors  Contractors  Councillors  Public  Volunteers  Others  Staff  Visitors  Contractors  Councillors  Public  Volunteers  Others  Staff  Visitors  Contractors  Councillors  Public  Volunteers  Others | * Official government guidelines on symptoms and recommendation are followed and staff are briefed on the latest updates <https://www.gov.uk/coronavirus>   <https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government>   * Clinically vulnerable individuals should work from home; these will be assessed on a case by case basis and a separate risk assessment produced * Employees with any symptoms are sent home to isolate * Employees with family members with symptoms are sent home to isolate * Building insurance is in place until   June 2021   * Clinically Extremely Vulnerable and individuals aged over 60 years old are strongly advised to stay at home * The Town Clerk to consider remote working where possible * Hand sanitiser and wipes will be provided in locations throughout the building * Correct PPE equipment is worn in line with government guidance * Good hygiene practices are followed with increased cleaning conducted on all touch points * Once symptomatic, all surfaces that the individual has come into contact with must be deep cleaned * Staff have separate office areas to work ensuring social distancing guidelines are followed (Max three staff members in the building at any time) * Staff will not congregate in small, enclosed areas * Signage is displayed in the reception area regarding sanitising of hands and 2 meter distancing * Screens have been installed for additional safety measures * A separate log will be kept of visits from councillors and visitors by appointment only * Any work surfaces and door handles touched by visitors will be sanitised after they leave the building * Number of visitors to the Town Council is limited to one person at a time * Members of the public enquiring about planning applications will be referred to view them online at <https://apps.northlincs.gov.uk/> * If individuals do not have access to the internet one visitor at a time may view the planning application in the Town Council office for no more than 15 minutes * Face to face meetings will n ot take place, using telephone calls, email, Zoom or other technology as an alternative * Where a face to face meeting is required the * Employees should not share equipment, only using their own devices and not answering other   telephones   * The use of petty cash will be ceased and alternatively contactless cards will be used * The use of cheques will be ceased to reduce the need for councillors to visit the Town Council office * Equipment to aid remote working has been sourced * Designated cleaning to be undertaken daily by each employee for their own work area * Regular cleaning of tea and coffee making equipment * Staff should eat at their own desks to ensure minimal risk of cross contamination * It is recommended staff bring their own food to work in their own containers to prevent possible contamination * Employees are expected to comply with this risk assessment and future modifications to ensure the Town Council can comply with any government guidance and H&S law related to the welfare of all employees. Once signed off a copy will be issued to all councillors and displayed on the Town Council Website * Currently a review of all policies and procedures is underway to ensure they are compliant and inclusive of COVID-19 measures | Monitoring to ensure these controls are adhered to  Staff are regularly reminded to social distance  Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required  Monitoring to ensure these controls are adhered to  Staff are regularly reminded to social distance and follow all guidance  Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required  Monitoring to ensure these controls are adhered to  Visitors are regularly reminded to social distance and follow all guidance  Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required  Monitoring to ensure these controls are adhered to  Staff are regularly reminded to social distance and follow all guidance  Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required  The risk assessment will be regularly updated and displayed on the Town Council website | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |