



## 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 procedures

What are the Risks	Task	Who might be Harmed	Control Measures in Place	Actions	Date Completed
Spreading or contracting of COVID-19	<p>Fitness to work</p> <p>Working from the Town Council</p>	<p>All staff</p> <p>Visitors</p> <p>Contractors</p> <p>Councillors</p> <p>Public</p> <p>Others</p>	<ul style="list-style-type: none"> <li>Official government guidelines on symptoms and recommendation are followed and staff are briefed on the latest updates</li> <li>Clinically Extremely Vulnerable and individuals aged over 60 years old are strongly advised to stay at home</li> <li>Clinically vulnerable individuals may be able to work with additional precautions; these will be assessed on a case by case basis and a separate risk assessment produced</li> <li>Hand sanitiser and wipes will be provided in locations throughout the building</li> <li>Correct PPE equipment is worn in line with government guidance</li> <li>Good hygiene practices are followed with increased cleaning conducted on all touch points</li> <li>Employees with any symptoms are sent home to isolate</li> </ul>	<p>Monitoring to ensure these controls are adhered to</p> <p>Staff are regularly reminded to social distance</p> <p>Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required</p>	Ongoing

What are the Risks	Task	Who might be Harmed	Control Measures in Place	Actions	Date Completed
Spreading or contracting of COVID-19	Visitors	All staff Visitors Contractors Councillors Public Others	<ul style="list-style-type: none"> <li>• Employees with family members with symptoms are sent home to isolate</li> <li>• Staff have separate office areas to work ensuring social distancing guidelines are followed (Max three staff members at any time)</li> <li>• Signage displayed in the reception area regarding sanitising of hands and 2 meter distancing</li> <li>• Screens have been installed for additional safety measures</li> <li>• A separate log will be kept of visits from councillors and visitors</li> <li>• Councillors and visitors should use their own pens where possible. If not possible a pen will be supplied having been wiped down before and after use</li> <li>• Number of visitors to the Town Council is limited to one person at a time</li> <li>• Entry to the building is clear of hazards. Doors are hooked open to avoid touch points having multiple use. Face mask to be worn when moving about the building and can only be removed once seated. Entry to the building in single file</li> <li>• Where a face to face meeting is required hold the meeting in a designated well ventilated room</li> <li>• Numbers attending the designated room must be kept to a minimum</li> </ul>	<p>Monitoring to ensure these controls are adhered to</p> <p>Staff are regularly reminded to social distance</p> <p>Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required</p>	Ongoing

What are the Risks	Task	Who might be Harmed	Control Measures in Place	Actions	Date Completed
Spreading or contracting of COVID-19	Visitors	All staff Visitors Contractors Councillors Public Others	<ul style="list-style-type: none"> <li>• Meetings should be kept short and to the point</li> <li>• Set out the room with seats allocated for members and public at least 2m apart and avoid any face to face seating</li> <li>• Provide hand sanitizer for all meeting participants and visitors</li> <li>• Ensure room and facilities to be used are cleaned prior to and after the meeting</li> <li>• Operate track and trace system for all visitors</li> <li>• Encourage the use of lateral flow tests in advance of the meeting, only attending if negative/symptom free</li> <li>• Ensure everyone leaves the meeting promptly and individually</li> </ul>	<p>Monitoring to ensure these controls are adhered to</p> <p>Staff are regularly reminded to social distance</p> <p>Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required</p>	Ongoing
	Using office and welfare facilities		<ul style="list-style-type: none"> <li>• Employees should not share equipment only using their own devices and not answering other Telephones</li> </ul> <p>Designated cleaning to be undertaken daily by each employee for their own work area</p>		

What are the Risks	Task	Who might be Harmed	Control Measures in Place	Actions	Date Completed
Spreading or contracting of COVID-19	Behaviour	All staff Visitors Contractors Councillors Public Others	<ul style="list-style-type: none"> <li>• Regular cleaning of tea and coffee making equipment</li> <li>• Staff should eat at their own desks to ensure minimal risk of cross contamination</li> <li>• It is recommended staff bring their own food to work in their own containers to prevent possible contamination</li> <li>• 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&amp;S law related to the welfare of all employees. Once signed off a copy will be issued to all councillors</li> </ul>	<p>Monitoring to ensure these controls are adhered to</p> <p>Staff are regularly reminded to social distance</p> <p>Ensure hand sanitising facilities and PPE equipment is provided and monitored for replenishment as required</p>	Ongoing