



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a copy of the **Risk Assessment** for dealing with the current Covid-19 situation in the Town Hall Tiverton.

What are the hazards?	Who might be harmed	What are Tiverton Town Council Already doing?	What else do Tiverton Town Council need to do to manage this risk?	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Councillors • Visitors to Town Hall • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically 	<p><u>Work from Home</u> Where possible staff are encouraged to work from home or work staggered shifts to minimise contact.</p> <p><u>Work Area in the Office/Town Hall</u></p> <ul style="list-style-type: none"> • Restricted opening hours to limit access. • Members and Public encouraged to phone or email unless essential and public toilets in the building will remain closed. • Working environment has been redesigned to ensure screens are provided for staff and visitor safety as well as masks. • Additional access points made to ensure dispersal of staff 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	Town Clerk	Now	✓



	<p>comes in contact with you in relation to your business</p>	<p>within the building to minimise overuse of access points.</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities for staff with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Gel sanitisers in foyer. <p>Cleaning</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>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap</p>	<p>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. Checks to ensure this is adhered to.</p> <p>Internal communication channels and cascading of messages through Town Hall Staff and Members will be carried out regularly to reassure and support employees in a fast changing situation.</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>recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & 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>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Masks will also be provided for use when addressing members of the public in the foyer.</p>				
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