

Appendix A to Risk Assessment and Management plan 2021 for Covid-19

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Delivery Drivers • Vulnerable groups • Elderly, Pregnant and those with existing underlying health conditions 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities 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. • Visitors must check in and scan the QR entry code. • Gel sanitisers in the entrance and office • Masks 	<p>Everyone 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 office.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Visitors to attend the office by appointment only, Perspex screen between casual visitors to the office. Anyone attending meetings must scan in their visit using the QR code.</p> <p>Masks to be worn in line with current government guidance.</p>

		<p><u>Cleaning</u> 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><u>Social Distancing</u> 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><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.</p>	<p>Regular checks will be carried out by The Town Clerk to ensure that the necessary procedures are being followed.</p> <p>Staff provided with their own cleaning spray bottles for personal desk area. If the scanner or printer is used each member of staff to clean before and after use with wipes provided.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Town Clerk checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>
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