

## Coronavirus Risk Assessment for Riggs Hall

<b>Location/Dept:</b> Riggs Hall, Shrewsbury			<b>Date Assessed:</b> 21 December 2020			<b>Assessed by:</b> Amanda Spencer/Mark Harris (STC) Kelvin Jones (Health and Safety Consultant, Ellis Whittam)						
<b>Task/Activity:</b> Until further notice, the regular working locations for staff usually based at Riggs Hall or The Grange will be as follows: Homeworking: Helen Ball, Tash Dews, Debbie Enwistle, Michelle Farmer, Stuart Farmer, Mark Harris, Hilary Humphries, Ruth Jones, Coral Kelly, Dawn Morris, Adam Purnell, Heather Phillips, Carol Pullen, Amanda Spencer Riggs Hall: Mike Cox, Andy Watkin Weeping Cross Depot: Gary Farmer, Mike Pugh												
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required

Working for STC	Contracting and spreading of coronavirus	Employees	5	5	25	<p>If anyone becomes unwell with any of the following: a new continuous cough, a high temperature, a loss of, or change in your normal sense of taste or smell in the workplace they will be sent home and advised to follow the Government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>. Posters are available in the workplace to publicise this.</p> <p>Line managers 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 that they were recently in a Play Area, the STC management team will contact Public Health England Authority to discuss and agree a plan of action. Staff will be kept informed of any guidance received and action taken.</p> <p>Staff who are suspected to have coronavirus are to quarantine themselves in accordance with the Government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>. Current STC guidelines specific that staff will not be financially disadvantaged if this occurs.</p> <p>Staff who have returned from foreign travel to specific locations should quarantine themselves, even if they do not show any symptoms:  <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible:  <a href="https://www.gov.uk/coronavirus/business-support">https://www.gov.uk/coronavirus/business-support</a>.</p>
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					<p>A maximum of six members of staff in the Riggs Hall office at any time. Riggs Hall will remain as the main base for MC and AW. Any other members of staff intending to be in Riggs Hall must record this on the weekly working locations sheet.</p> <p>Staff working in any location must frequently clean and disinfect objects and surfaces that are touched regularly. This includes cleaning the photocopier and printers after every use.</p> <p>Staff are NOT to use another person's desk without explicit prior permission and an agreement that it will be thoroughly cleaned after use.</p> <p>Staff must observe social distancing rules. Should a task require staff to work more closely together then they must have discussed this with their line manager in advance and have agreed levels of PPE.</p> <p>Ensure there is good ventilation by opening windows which are near to where you are working.</p> <p>Only one person per vehicle. Staff will be designated use of one specific vehicle.</p> <p>Staff should avoid face to face meetings with each other and the public unless absolutely necessary.</p> <p>Only STC staff members are permitted to enter STC premises. Any exception must be authorised</p>			
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						in advance by the Town Clerk or Deputy Town Clerk.  All council meetings will be conducted virtually with staff and members wherever possible.				
Working for STC	Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees	5	5	25	<p>Follow Government guidance on cleaning, hygiene and using hand sanitiser: <a href="https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm">https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</a>.</p> <p>Appropriate hand washing facilities are available.</p> <p>Information about where hand washing facilities are available in toilet areas. Hand sanitiser (with at least 60% alcohol) to be used if hand washing facilities are unavailable.</p> <p>A regular supply of gloves is also available. Staff to be reminded that wearing of gloves is not a substitute for good hand washing <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></p> <p>Regular checks to be scheduled and carried out by managers to ensure that the necessary procedures are being followed.</p>	2	5	10	
Visitors to STC offices	Contracting and spreading of coronavirus	Public	3	5	15	<p>Only STC staff members are permitted to enter STC premises. Any exception must be authorised in advance by the Town Clerk or Deputy Town Clerk.</p> <p>Staff should avoid face to face meetings with the public unless absolutely necessary.</p> <p>All STC contractors are required to provide risk assessments and updates on service provision.</p>	2	2	4	

						<p>STC events will be individually and separately risk assessed and cancelled or postponed as appropriate.</p> <p>Managers will proactively seek supplies of PPE.</p> <p>All council meetings will be conducted virtually wherever possible.</p>				
Working for STC	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	3	3	9	<p>All staff to keep in regular contact with their line manager and/or Deputy Town Clerk and to feel able raise any concerns regarding the impact of the working environment on their mental health.</p> <p>Regular 'meetings' to be set up by video or telephone call with line managers</p> <p>Specific support for any mental health issues is available to all staff of Shrewsbury Town Council. Full details are available in the Staff Handbook or from the Deputy Town Clerk but this includes Occupational Health support and the provision of counselling as well as increased 1:1 support. Any conversations or requests for support are in confidence.</p> <p>Further support is also available at:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>.</p>	2	2	4	
Working for STC	Increased lone working in order to comply with social	Employees	3	3	9	<p>Only agreed risk tasks to be undertaken, avoid high-risk activities (e.g. working at height).</p> <p>Use appropriate PPE at all times.</p>	2	2	4	

	distancing rules					<p>Line manager must authorise any working outside of regular hours.</p> <p>Notify staff / other people on site of location / estimated duration of task if working on site remote from others.</p> <p>When working from home staff should ensure they have a DSE compliant workspace and refer issues to their line manager.</p> <p>When working from home staff should complete the relevant risk assessment.</p>				
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## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date