



LEYBURN TOWN  
COUNCIL

## COVID-19 RISK ASSESSMENT



6/13/2020 | Clerk- Charlotte Smith

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

There is a direct threat to staff health and wellbeing from transmission of the coronavirus while at work

People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

On 1 June England moved into the second phase of the Governments road map to lifting the covid-19 lockdown, which began on 11 May. the government has been working on

As the Council starts to reopen Thornborough Hall after lockdown and staff, volunteers, tenants return to work the Council must ensure their safety by making Thornborough Hall “COVID” secure by following “new guidance for employers to make workplaces Covid-secure” to reduce the risks of virus transmission.

The Council has a duty to provide a safe and healthy workplace/working conditions for staff, volunteers, tenants and customers in Thornborough Hall during the covid-19 pandemic by assessing the risks and implementing Public Health England (PHE) Guidance for Employers and Businesses on covid-19.

**The Risk assessment-applies to all areas of the Council and should be followed by all staff, councillors, volunteers, tenants and customers.**

**The risk assessment and the recommendations contained may change according to new government guidance issued.**

| What are the hazards?                  | Who might be harmed  | Controls Required  | Additional Controls  | Actions Required  | Done    | Effectiveness | Risk   |
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| <b>Covid-19 key safety precautions</b> |  |  |  |   |         |               |        |
| Risk of the spread of Covid-19         | <p><b>All users of Thornborough Hall</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Tenants</li> <li>• Visitors</li> <li>• Customers</li> <li>• Contractors</li> </ul> | <p>The Council complies with its duty to provide a safe and healthy workplace/working conditions for staff &amp; volunteers in the workplace during the covid-19 pandemic by implementing Public Health England (PHE) Guidance for Employers and Businesses on coronavirus, including the following key safety precautions:</p> <ul style="list-style-type: none"> <li>• Circulating “COVID secure” coronavirus policies, risk assessments and safety procedures to all staff and volunteers; these set out how staff should behave and the precautions (detailed within this risk assessment) they must adopt during the pandemic to keep them safe.</li> </ul> <p>Use of PPE to reduce the risk of transmission &amp; measures put in place where possible to eliminate the risk altogether (such as Homeworking &amp; remote meetings).</p> | <p>Keep risk assessments under review to ensure that a safe place of work is maintained and guidance is updated as we move to the next phase by:</p> <ul style="list-style-type: none"> <li>• Consult with staff and volunteers– fully involve the workforce at all stages of the pandemic</li> <li>• Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work</li> </ul> <p>Display appropriate public health posters and notices around the workplace and on websites<br/>Posters, leaflets and other materials are available for display.<br/><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> | <p>Review of Risk Assessments</p> <p>Review the layout of the Library desk and Library area.</p> <p>Print out and display notices throughout Thornborough Hall.</p> | 13.6.20 | Medium        | Medium |

## Social Distancing

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| <p>Risk of further transmission of Covid-19 resulting in an increase of the R rate.</p> <p>Effective social distancing is a key element in reducing the transmission</p> <p>Social distancing refers to people being required to maintain a distance from each other of 2 meters wherever possible.</p> | <p><b>All users of Thornborough Hall:</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Tenants</li> <li>• Visitors</li> <li>• Customers</li> <li>• Contractors</li> </ul> | <p>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p> <p>Social distancing will be implemented by:</p> <ul style="list-style-type: none"> <li>• One-way circulation systems in the building (indicated by floor signage) with separate entry and exit points, where possible.</li> <li>• lifts specifically restricted to single occupancy by those who are physically unable to use stairs and those who need to transport goods that cannot be moved safely using stairs.</li> </ul> <p>All users of Thornborough Hall are required to practice effective social distancing while in and around the building whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding nonessential contact with others</li> <li>• Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible</li> <li>• Avoiding physical contact (eg hugs, handshakes, etc)</li> </ul> | <p>Redesigning processes to ensure social distancing in place:</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers in Thornborough Hall at any one time to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Staff &amp; volunteers to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Managers should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.</p> |  |  | Medium | Medium |
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| <p>Risk of increase in transmission of covid -19 from Staff mixing with each other</p> |  | <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> <li>• A review of all work areas and communal areas to identify suitable adaptations which will support social distancing</li> <li>• Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc</li> <li>• Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted</li> <li>• Establishing maximum occupancy limits for offices and work areas</li> <li>• Reducing the need for staff to move around within the workplace</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>• Cancelling nonessential meetings</li> <li>• Conference calls and virtual meetings to be used instead of face to face meetings.</li> <li>• Essential meetings that can't be done virtually should be either outside or in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only.</li> </ul> | <p>Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others).</p> <p>Ensure protocols around use of shared staff spaces are up to date and re-circulated</p> |  |  | <p>Medium</p> | <p>Medium</p> |
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|  |  | <ul style="list-style-type: none"> <li>• Providing hand sanitiser at meetings</li> <li>• Cancelling nonessential training and all face-to-face training/recruitment practices</li> <li>• Carrying out any essential training/recruitment by using email/online elearning wherever possible rather than bringing people together face to face.</li> </ul> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as possible</li> <li>• Use of PPE such as gloves and face coverings.</li> </ul> <p>The government guidance on social distancing and gatherings of people MUST be followed at all times.</p> <p>Social distancing also to be adhered to in communal areas such as the kitchen.</p> |  |  |  | High | Low |
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## Hygiene Control Measures

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| <p>Risk of covid-19 spreading from transmission on surfaces, door handles, resources, etc.</p> | <p><b>All users of Thornborough Hall</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Tenants</li> <li>• Visitors</li> <li>• Customers</li> <li>• Contractors</li> </ul> | <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Gel sanitisers are in place at all entrances to the building.</li> <li>• Hand sanitiser has been supplied to staff working remotely.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels</li> <li>• Tissues will be available in the library and office replenished as necessary.</li> <li>• Gel dispensers will be available at each designated entrance, including entrance to library. Volunteers and staff will use them once upon arrival, and will then wash their hands regularly. The dispensers will be checked and replenished each day, as necessary.</li> <li>• Increase cleaning of frequently touched surfaces by caretakers and volunteers, following daily timed checklists.</li> </ul> <p>Doors to be propped open whenever possible, to minimise the need for shared use of door handles</p> | <p>Posters to be displayed in the Library toilets, shared kitchen areas, and entrances reminding staff, volunteers and visitors about how to wash hands, good respiratory hygiene and distancing.</p> <p>Staff &amp; volunteers to be reminded on a regular basis to:</p> <ul style="list-style-type: none"> <li>• wash their hands for 20 seconds with water and soap (use hand sanitiser gel if soap and water are not available) and the importance of proper drying with disposable towels.</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> <li>• do not touch face, eyes, nose or mouth if hands are not clean</li> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>• put used tissues in the bin straight away</li> </ul> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff instructed to only bring essential items with them into the workplace to reduce storage of personal items such as coats, bags etc.</p> | <p>caretakers to check and replenish stocks.</p> <p>Clerks to ensure stock of soap, paper towels, hand sanitiser is purchased</p> <p>Ensure hand-washing facilities are replenished with stock.</p> <p>Ensure Housekeeping staff are trained on the new cleaning regimes required.</p> <p>Posters produced, and placed appropriately in the designated areas</p> <p>Tissues will be made available throughout the workplace.</p> | <p>High</p> | <p>Medium</p> |
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PPE is required by the Caretakers, Market Superintendent and Clerks when cash handling.

**Cleaning**

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.

**PPE**

**Wearing of Gloves**

- Provide infection control personal protective equipment (PPE) such as gloves if required in individual staff risk assessments and method statements, e.g. caretakers cleaning, Market Superintendent.
- 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.

Increase cleaning in Thornborough Hall;  
• Review and revise cleaning methods, schedules and ensure caretakers have access to suitable detergents, disinfectants and PPE.

Staff are not required to wear face coverings while at work but may do so if they wish. A face covering can be worn to reduce the transmission of covid-19 from asymptomatic people. It is recommended that these are worn in enclosed spaces where social distancing isn't possible.

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| <p>Risk of people becoming unwell with Covid-19 while at Thornborough Hall or a symptomatic person using the site .</p> |  | <p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home immediately and advised to follow government guidance COVID-19: guidance for households with possible coronavirus infection guidance.</p> <ul style="list-style-type: none"> <li>• If test result is negative, person can return to work.</li> <li>• <b>If test result is positive, track and trace must be carried out and people in contact must isolate , as per government guidelines.</b></li> </ul> <p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> <li>• Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be furloughed or supported to work from home</li> </ul> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises <b>(including where a member of staff has visited other work place</b></p> | <p>Make sure that communications go out that no member of staff, volunteer or tenant should come to work if they are self isolating or if they have COVID-19 symptoms or if they feel unwell.</p> <p>Line managers and the staffing committee will offer support to staff who are affected by Coronavirus or has a family member affected.</p> | <p>Ensure Housekeeping are trained in how to disinfect the building and PPE retained for housekeeping staff if required to clean COVID-19 affected areas.</p> |  | <p>High</p> | <p>High</p> |
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|  |  | <p>premises such as domestic premises), the Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>  |   |  |  |             |               |
| <p><b>Cleaning the Thornborough Hall after known exposure to someone with Coronavirus symptoms</b></p> |  | <p>Closure of Thornborough Hall for a 72 hour period &amp; perform a deep clean.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>• Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>• Cleaning staff must wear appropriate PPE</li> </ul> | <p>Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p> <p>If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning ensuring that the caretakers are not in the vulnerable category.</p> | <p>All cleaners provided with gloves (ideally disposable).</p> |  | <p>High</p> | <p>Medium</p> |

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|                                     |  | <ul style="list-style-type: none"> <li>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</li> </ul> <p>If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.</p> |  |  |  |      |  |
| Latest government advice is unknown |  | The Council is signed up to all automatic updates of relevant government advice and this is disseminated daily to staff, parents and governors as appropriate.  |  | Updates are received by email on a daily basis these are circulated to the library managers and Cllrs where necessary. |  | high |  |

| Vulnerable Staff & Volunteers   |                    |   |   |  |  |        |        |
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| Risk of infection to Vulnerable staff & Volunteers are not known  | Staff & Volunteers | <p>All vulnerable staff members and volunteers have to be identified and recorded.</p> <ul style="list-style-type: none"> <li>LTC follows the government advice about vulnerable people, and their return to places of work as directed in the government guidance.</li> </ul>  | <p>Ensure list of vulnerable people is up to date.</p> <ul style="list-style-type: none"> <li>The Clerk should identify and make the Staffing Committee aware of staffs/ volunteers that fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations.</li> </ul>  | Ask all staff and volunteers to complete the health assessment form. |  | High   | Low    |
| Higher risk to some staff that may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection | Staff & Volunteers | <p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories.</p> <p><b>Vulnerable (moderate risk)</b> people include those who:</p> <ul style="list-style-type: none"> <li>are 70 or older</li> <li>are pregnant</li> <li>have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)</li> <li>have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>are taking medicine that can affect the immune system (such as low doses of steroids) or</li> <li>are very obese</li> </ul> | <p>The following safety and staff health arrangements should apply to staff who are classified as <b>vulnerable (moderate risk)</b> or <b>extremely vulnerable (high-risk)</b>:</p> <ul style="list-style-type: none"> <li>Staff in the vulnerable “moderate risk” category should be considered on a case by case basis and should work from home where possible.</li> <li>Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing</li> </ul> |  |  | High   | Medium |
|   |                    |   |   |  |  | Medium | Medium |

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|  |  | <p><b>Extremely Vulnerable (high risk)</b> people include those who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy for lung cancer</li> <li>• have a severe lung condition (such as severe asthma or severe COPD)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids) have a serious heart condition and are pregnant</li> </ul> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> <li>• Those in the “<b>high risk</b>” (<b>extremely vulnerable</b>) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks.</li> <li>• Those in the “<b>moderate risk</b>” (<b>vulnerable</b>) category are advised to stay at home as much as possible – they can go to work if they cannot work from home.</li> <li>• People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements. Pregnant women are included in the “moderate risk” category as a precaution but are not considered</li> </ul> | <ul style="list-style-type: none"> <li>• No member of staff in the extremely vulnerable “high-risk” category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home</li> <li>• Extremely vulnerable “high-risk” staff will be offered furlough arrangements - where it is possible or appropriate for them to safely work from home without risk this should be facilitated</li> </ul><br><ul style="list-style-type: none"> <li>• Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</li> <li>• As they cannot leave their home at all, the organisation should help to provide additional support for any extremely vulnerable high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</li> <li>• All reviews of staff roles and safety should be nondiscriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010.</li> </ul> |  |  | High | Low        |
|  |  |  |  |  |  | High | Medium-low |

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|  |  | <p>by PHE to be more likely to get seriously ill from COVID-19 There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19.</p> <p>Staff may be subject to furlough arrangements.</p> <ul style="list-style-type: none"> <li>Workers that are identified as vulnerable and those living with individuals required to shield, are advised by the Government to take particular care to practice social distancing measures outside the home.</li> </ul> |  |  |  |  | High | Low |
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**Staff Health and Staffing Levels**

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| <p>Risk of having low staffing levels due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”</p> |  | <p>Staff who are sick or self-isolating should phone immediately and inform their line manager – on no account should they attend for work.</p> <p>Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels</p> |  |  |  |  | High | Medium |
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## Homeworking and Equipment Sharing

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| <p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> | <p>Staff &amp; Volunteers</p> | <p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.</p> <p>Where staff can work from home they should continue to do so.</p> <p>The following working arrangements are put into place to support home working:</p> <ul style="list-style-type: none"> <li>• Clerks moved office PC's and equipment home to ensure Work can continue as normal and Office chairs are in place to ensure workplace seating is safe and comfortable.</li> </ul> <p><b><u>Mental Health</u></b><br/> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -<br/> <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><br/> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> | <p>Homeworking should be adopted within the Council as the preferred method of work wherever possible and only staffs who need to be on-site should attend workplace premises.</p> <ul style="list-style-type: none"> <li>• Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</li> </ul> <p>Regular communication of mental health information is available from the SLCC and open door policy for those who need additional support.</p> <p>The Clerks check in with each other daily to ensure they stay connected. The Clerk goes through tasks to be completed and the current workload with the deputy Clerk to prioritise tasks and any issues that may arise.</p> |  |  | <p>High</p> | <p>Low</p> |
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|   |  | <p>restrooms at any one time to ensure social distancing</p> <ul style="list-style-type: none"> <li>• Limiting lift occupancy</li> <li>• Monitor high-traffic area use and regulate access as necessary</li> <li>• Prioritise disabled use where necessary, eg disabled toilet use, use of lifts, etc</li> <li>• Establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc Placing 60% alcohol hand gels at entrances to Thornborough Hall with instructions for use</li> <li>• Increasing environmental cleaning, especially in and around toilets and Kitchens; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</li> </ul> |  |  |  |               |            |
| <p><b><u>Exterior areas- Car Park &amp; paths</u></b></p> <p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing.</p> |  | <p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>  |  | <p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place.</p> <p>Provide plastic gloves.</p> |  | <p>Medium</p> | <p>Low</p> |

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| <p><b><u>Entrance hall &amp; corridors</u></b><br/> Risk of exposure to COVID-19 in Communal corridors where social distancing is challenging.<br/> The corridors in Thornborough Hall are not wide enough to support social distancing Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p> |  | <p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area.<br/> Create one-way system and provide signage.</p> <p>Door handles and light switches to be cleaned regularly.</p> <p>Signage in place to remind people to stay 2m apart.</p> <p><b>Use of lifts</b></p> <ul style="list-style-type: none"> <li>• Lift- it isn’t possible to keep lifts hygienically clean between use</li> </ul> | <p><b>Furniture</b></p> <ul style="list-style-type: none"> <li>• All soft furnishings in the buildings, such as chairs, displays, merchandise stands etc. to be moved out of the operational areas</li> </ul> | <p>Hand sanitiser to be provided by the Council at entrances</p>   |  | <p>Medium</p> | <p>Medium</p> |
| <p><b><u>Kitchens</u></b><br/> Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery</p>  |  | <ul style="list-style-type: none"> <li>• Kitchen areas will be restricted to single occupancy as to ensure social distancing, especially for those over 70. Signs and posters will be displayed to indicate this</li> <li>• Cleaning arrangements and signage are in place to keep these areas clean and ensure social distancing is achieved as much as possible.</li> </ul>  | <p>It is recommended that your own cup is used and that users fetch their own Food and Drink for the time being .</p>   | <p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> |  | <p>Medium</p> | <p>Medium</p> |

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| Kettle   |  | <ul style="list-style-type: none"> <li>• Only paper towels to be used there should be no use of tea towels.</li> </ul> <p>Users to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.<br/>Any crockery used must be washed by user first.</p>  |  | <p>Hand sanitiser, soap and paper towels to be provided</p> <p>Signage required to advise no use of material tea towels in kitchen areas</p> |  |        |        |
| <p><b>Toilets</b><br/>Risk of exposure to COVID-19<br/>Risk that a number of people going to the toilet or kitchen areas together may compromise their ability to comply with social distancing<br/>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p> |  | <ul style="list-style-type: none"> <li>• Toilets used by the general public should be taken out of use at this time</li> <li>• toilet areas will be restricted to single occupancy. Signs and posters will be displayed to indicate this</li> <li>• Cleaning arrangements and signage are in place to keep these areas clean and ensure social distancing is achieved as much as possible.</li> <li>• Only paper towels to be used- Provide paper towels as an alternative to hand dryers in hand washing facilities.</li> </ul> | Increasing toilets inspections to check for cleanliness/adequate stock of soap/toilet paper, etc |  |  | Medium | Medium |
| <p><b>Store cupboards</b><br/>(cleaner etc)<br/>Social distancing more difficult.</p>  |  | Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.   |  | Public access unlikely to be required. Cleaner to decide frequency of cleaning.  |  | Medium | Medium |

| <b>Fire Procedures</b>   |  |   |  |   |  |        |     |
|--|--|---|--|---|--|--------|-----|
| Risk of exposure to COVID-19 from Social distancing measures not being followed              |  | <ul style="list-style-type: none"> <li>• Current fire procedures have been reviewed and are deemed to remain appropriate.</li> </ul>  |  |   |  | High   | Low |
| Risk to life if fire evacuation is not carried out properly                                  |  | <p><b>Fire Evacuation</b></p> <ul style="list-style-type: none"> <li>• Fire evacuation drill to be completed before reopening of Thornborough Hall to the public, as it may require amendments for social distancing, and one-way travel routes around the building.</li> <li>• Review current fire assembly point, it is suitable for social distancing? If not, is a temporary site close by more suitable</li> </ul> |  |   |  |        |     |
| <b>Business Continuity</b>   |  |   |  |   |  |        |     |
| Risk that business will not resume as usual if the Clerks become sick and are unable to work |  | The Clerk has created a business continuity document. The Deputy Clerk or Chairman should refer to business continuity document and procedures to ensure services aren't interrupted.   |  | Circulate the Business continuity document and envelope with account details to the Chairman. |  | High   | Low |
| <b>Maintenance &amp; IT Support for remote working from home</b>                             |  |   |  |   |  |        |     |
| Risk to interruption of Council business due to IT problems                                  |  | <p>Any difficulty with accessing work on their own device, contact the Clerk for assistance.</p> <p>Any issues with work PC or emails can be fixed remotely by using team viewer.</p>   |  |   |  | Medium | Low |

**Oak Room- NOTE AT THIS MOMENT IN TIME THE GOVERNMENT GUIDELINES DO NOT PERMIT USE OF THE OAK ROOM**

|  |  |  |   |   |  |               |               |
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| <p>Risk of exposure to COVID-19</p> <p>Risk of cross contamination from different users</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Concerns over implementing social distancing</p> <p>Exercise classes in an enclosed indoor space pose a higher risk due increase transmission of infection</p> <p>Risk of not been able to Track and trace all users if there is an outbreak of covid 19</p> |  | <p>Social distancing to be observed.</p> <p>Cleaning of the room each morning to prevent spread of the virus. All switches , ledges doors and floors to be cleaned.</p> <p>Limit the amount of users in the room to ensure social distancing measures.</p> <p>Room bookings are to be limited to a certain capacity.</p> <p>The longer a group uses the room the higher risk that air circulating maybe contaminated with spores.</p> <p>Limit the amount of time the room can be used</p> <p>All users to wash their hands or sanitise on entrance to the building.</p> <p><b>Furniture</b> -All chairs to be moved out of the Oak Room.</p> <p>Should an outbreak of covid 19 occur we need to be able to track and trace everyone.</p> <p>All groups should hold a record of attendees.</p> | <p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</p> <p>Display messaging in these rooms to emphasise the need to maintain social distancing and hygiene</p> <p>Room users recommended to wear face coverings</p> | <p>Room hire agreement needed containing conditions of use.</p> |  | <p>Medium</p> | <p>Medium</p> |
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**Library (points taken from the NYCC Library services template) NOTE AT THIS MOMENT IN TIME THE GOVERNMENT GUIDELINES DO NOT PERMIT USE OF THE LIBRARY**

|   |                                       |  |  |  |  |             |               |
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| <p>Risk of exposure to the COVID-19 arising from attendance to library for work</p> | <p>NYCC staff, Library Volunteers</p> | <ul style="list-style-type: none"> <li>• Each volunteer to have completed the pre return to work questionnaire and on the first day in the building, the COVID-19 Building Induction form, which can be found here: <a href="http://nyccintranet/content/new-working-arrangements">http://nyccintranet/content/new-working-arrangements</a></li> <li>• Any employee who is displaying coronavirus symptoms, or live with someone displaying symptoms, must follow Government guidance on self-isolation</li> <li>• All symptomatic staff and volunteers are expected to undergo testing for coronavirus within the first three days of the start of symptoms</li> <li>• Staff and volunteers should not attend the library until they have been specifically advised by their line manager and until they have been fully briefed on the expectations and protocols associated with the building they work in</li> <li>• As far as possible, where staff are split into teams or shift groups, these teams should be fixed so that where contact is unavoidable, this happens</li> </ul> | <ul style="list-style-type: none"> <li>• To avoid repetition in this risk assessment – all mention of cleaning wipes relate to hard surface disinfectant wipes and hand sanitiser relates to alcohol-based hand gel (minimum 60% alcohol)</li> <li>• Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</li> <li>• Continue with individual and/or display screen equipment risk assessments process for staff</li> <li>• Staff may require phased return to work and/or occupational health/HR support when if concerned about returning when having shielded or vulnerable dependants at home or other redeployment roles into their normal role</li> <li>• There is no requirement for staff to wear face masks due to screens and social distancing. If a staff member wishes to wear a mask they should discuss this with their line manager</li> </ul> |  |  | <p>High</p> | <p>Medium</p> |
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|  |                                | <p>between the same people</p> <ul style="list-style-type: none"> <li>• COVID-19 testing is available to all staff. Staff should apply to have a test within 3 days of the start of showing symptoms. Further information and how to book a test:<br/><a href="http://nyccintranet/content/testing-covid-19">http://nyccintranet/content/testing-covid-19</a></li> </ul>   |  |  |  |        |        |
| Risk of exposure to COVID-19 arising from working within the library | NYCC staff, Library Volunteers | <ul style="list-style-type: none"> <li>• Staff are restricted from unnecessary contact with 2m rule in place, where possible.</li> <li>• Signage in place throughout building to remind staff regarding hand washing (for 20 seconds with soap &amp; water), and to wash hands regularly</li> <li>• Desks set up as per Group Property guide to avoid too many people in office areas</li> <li>• Cleaning regimes for desks, and cleaning products provided to clean desks before and after use</li> <li>• Signage in place showing hand drying protocols using disposable hand towels.</li> <li>• Hot air hand dryers must not be used at this time</li> <li>• Sanitiser available at entry points to building and in staff areas where hand washing cannot be done</li> </ul> <p>For staff who may be vulnerable (eg pregnant, have an underlying medical condition), who cannot</p> | <ul style="list-style-type: none"> <li>• Additional information and PPE for first aid trained staff, to ensure they are safe with dealing with medical emergencies</li> <li>• Additional information and training for fire wardens, and all staff regarding fire evacuations, how to manage assembly points to ensure social distancing is maintained</li> </ul> <p>Same frontline staff assigned to same rotas, as far as reasonably possible, covering the same days to create working “bubbles”</p> |  |  | Medium | Medium |

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|   |   | work from home, they should not have a public facing role, for example, man telephone enquiry desk, which could be in staff office area, or separate part of library not visited by general public   |   |  |  |        |        |
| Staff/volunteers who are either extremely vulnerable or over 70.  |   | <ul style="list-style-type: none"> <li>• Staff in the vulnerable category are advised not to attend work for the time being.</li> <li>• Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</li> </ul>   | <ul style="list-style-type: none"> <li>• Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</li> <li>• Details of a person's medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</li> </ul> |  |  | High   | Medium |
| Risk of exposure to the COVID-19 arising from volunteers working in libraries and undertaking book delivery service | Volunteers, especially those aged over 70, who have an underlying medical condition | <ul style="list-style-type: none"> <li>• Volunteers who have been classed as vulnerable and received a letter from the NHS, due to an ongoing medical conditions must not attend the library at this time</li> <li>• Volunteers undertaking book delivery service must wear mask whilst dropping off books, must be provided with hand sanitiser to use in vehicles between drop offs and must not go into the homes of those delivering to</li> </ul> | <ul style="list-style-type: none"> <li>• Individual Risk Assessments to be completed before they return to library</li> <li>• Government guidelines say those who are over 70 should minimise their contact with non-family members</li> </ul>  |  |  | Medium | Medium |
| Social distancing measures not being followed   | NYCC staff, Library Volunteers<br>General Public                                    | <ul style="list-style-type: none"> <li>• Visitors to the library have clear signage and floor markings to ensure social distancing</li> <li>• Mobility scooters to be left outside building</li> </ul>   | <ul style="list-style-type: none"> <li>• Ensure that visitor numbers are agreed for building before phase 3 and 4 of library reopening occurs</li> <li>• If queuing system doesn't work due to visitor numbers, it may be</li> </ul>  |  |  | Medium | Medium |

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|  |  | <ul style="list-style-type: none"> <li>• Social distant queuing system to be agreed for each library</li> <li>• Arrows/floor and eye level signage clearly indicate pedestrian routes around library</li> <li>• At drop off points and enquiry pod, 2m social distancing taped lines to show waiting visitors where to stand</li> <li>• 12.6m2 of circulation space to be provided for each person (staff and general public)</li> <li>• Maximum number of visitors to enter the library to be agreed for each phase of reopening. This will differ for each library, depending on size, location of drop off/pick up desks and travel routes around library, eg one out, one in</li> <li>• Staff member to control access to library to remove risk of too many visitors at once.</li> </ul> <p>Lack of available physical space in the library. Not sure if a one way system would be possible due to accessibility??</p> <p>Parents/Guardians bringing in children to the library are responsible for their behaviour and following social distancing guidelines</p> | <p>necessary to book slots for public to visit library to pick up/drop off books to avoid breach of social distancing</p> <ul style="list-style-type: none"> <li>• Note that it may be necessary at any time to reduce the service provided based on Government guidelines and COVID-19 hot spots</li> <li>• There is no requirement for staff to wear face masks due to screens and social distancing. If a staff member wishes to wear a mask they should discuss this with their line manager</li> </ul> <p>Reduce the amount of stock and reconfigure the shelves to permit social distancing.</p> <p>No unaccompanied children under 12 (Toolkit recommendation)</p> <ul style="list-style-type: none"> <li>• Consider restrictions on the number of children per adult when visiting the</li> </ul> |  |  |  |  |
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|   |  | <p>Designate 1 self-service terminal for returns which is close to the main entrance to the library, and a separate terminal for issuing items at the opposite side of the room (where practical) to keep suitable distance between them</p> <p>Have one designated terminal for staff to deal with enquiries, which is protected by Perspex shield above desk height<br/>Perspex screening provided in public facing locations where 2m safe distance cannot be achieved<br/>Desk will need to be reconfigured to allow 2m social distancing from the RDC operative. Only one volunteer using the pc at once</p> <ul style="list-style-type: none"> <li>• Specific desk layouts to ensure social distancing in office areas</li> </ul> | <p>library, including drop off/pick up eg, max of 2 children including buggies &amp; prams</p> <ul style="list-style-type: none"> <li>• If possible terminals may need to be moved, which will need consultation from ICT</li> </ul>  | <p>Screen will need to be in place at the front of the library desk (NYCC Will provide this)</p>                               |  |        |        |
| Spread of COVID-19 from return of books etc | NYCC staff, Library Volunteers<br>General Public | <ul style="list-style-type: none"> <li>• Staff are advised to wash their hands regularly and use hand sanitiser and not to touch their face with their hands</li> <li>• All books and other items returned by a member of the public to the library will be placed in a plastic box and “quarantined” for 72 hours</li> </ul> <p>Plastic boxes to be wiped down</p>   | <ul style="list-style-type: none"> <li>• Ensure that boxes are clearly labelled with date filled, who by and date box can be reopened</li> </ul> <p>There is no requirement for staff to wear face masks due to screens and social distancing. If a staff member wishes to wear a mask they should discuss this with their line manager</p> | <p>Process and area for book drop off needs to be in place</p> <p>Storage space for quarantined books needs to be arranged</p> |  | Medium | Medium |

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|   |  | inside and out before being returned for refilling   |  |   |  |        |        |
| Injury from handling boxes of quarantined books | NYCC staff, Library Volunteers                   | <ul style="list-style-type: none"> <li>Only Green boxes with lids to be used for storage of books being quarantined</li> <li>Manual handling risk assessment to be completed for each venue:<br/><a href="http://nyccintranet/content/manual-handling-objects">http://nyccintranet/content/manual-handling-objects</a></li> <li>Boxes to be labelled clearly showing date filled, and end of quarantine date, and should not be overfilled</li> <li>Trolleys (if available – see <b>additional controls</b>) to be used to move boxes to “storage” area during period of quarantine.</li> </ul> <p>Greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</p> | <ul style="list-style-type: none"> <li>Ensure boxes are not over filled so are not a manual handling risk</li> <li>Staff with physical ailments or medical conditions must not lift boxes</li> <li>Green boxes should only be stacked a maximum of 4 boxes high</li> <li>Where trolleys are not available, a manual handling risk assessment <b>must</b> be completed for lifting and carrying boxes.</li> <li>Boxes must not be overfilled.</li> </ul> <p>Filled boxes must not be carried up/down stairs</p> | Alcohol wipes & Tissues to be provided. |  | Medium | Medium |
| Risk of exposure to the COVID                   | NYCC staff, Library Volunteers<br>General Public | <ul style="list-style-type: none"> <li>There should be 2m distance or screen between workstations</li> <li>Time slots for use of computer use, eg 45 minutes to allow sanitising of workstations between use</li> <li>Workstations to be sanitised using the wipes provided to clean the desk mouse, keyboard, screen and the chair</li> </ul>   | <p>Position hand gel and sanitising equipment next to MFID Machine (BOB).<br/>Cleaning materials made available for cleaning of desks and work stations by occupiers</p> <p>Bins to be provided close to computers for use by those using them eg tissues</p>  | Additional bins to be provided.         |  | Medium | Medium |

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|  |  | <ul style="list-style-type: none"> <li>No face to face support by library staff or volunteers at workstations</li> <li>Photocopies and printers to be self-service only, with touch points cleaned between use with wipes provided by NYCC</li> <li>Cashless payments to be used as primary method of payments, to avoid handling cash</li> </ul> <p>No food &amp; drink to be brought to the workstations</p>   | <p>and wipes used to clean workstations.</p> <p>Measures still being discussed with NYCC options are as follows:<br/>Suspend services that require payment by cash all fees should be paid for by card (looking into the possibility of card payments with NYCC as we currently don't have this facility).</p>  |  |  |        |        |
| Risk of exposure to the COVID-19 arising from first aid incident, violent incident or other emergency eg Fire Evacuation | NYCC staff, Library Volunteers<br>General Public | <p><b>Accidents &amp; violent incidents</b></p> <ul style="list-style-type: none"> <li>Any incidents should be dealt with according to NYCC guidance, observing enhanced cleaning and hand washing procedures</li> <li>Complete an accident report with as much detail, including if illness due to COVID-19, and forward to Library Manager, Area Manager and Health &amp; Safety within 24 hours</li> <li>Library manager to ensure their first aid procedures are updated, and communicated to all using the building</li> <li>Ensure first aid boxes are located in easily accessible area, this may be a different location to their usual place, therefore all staff to be advised of the change of location</li> <li>If an individual (staff or member</li> </ul> | <ul style="list-style-type: none"> <li>Check first aid boxes to ensure they are suitably stocked</li> <li>Consider additional PPE for first aiders, such as disposable plastic apron and face masks</li> <li>Once a manager is informed of a potential COVID-19 exposure, they need to ensure a clear plan is in place to get individual out of the building as efficiently as possible (using a route that exposes them to as few other people as possible), and arrange for area of work to be isolated</li> <li>The manager should liaise with the facilities management service to determine how potentially infected areas will be cleaned. In addition, contact the HR Shared Service Team, <a href="mailto:HRSharedServiceTeam@northyorks.gov.uk">HRSharedServiceTeam@northyorks.gov.uk</a> for advice on how anyone who may have been exposed to the infected person will be notified and/or testing arranged if</li> </ul> |  |  | Medium | Medium |

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|   |                                | <p>of the public) becomes unwell and is displaying Covid-19 symptoms, people are expected to leave site and go home immediately. Staff should follow NYCC and Government guidance on self-isolation and must not attend a Council workplace.</p> <ul style="list-style-type: none"> <li>All symptomatic staff and volunteers are expected to undergo testing for coronavirus within 72 hours of the commencement of symptoms. Managers to ensure they liaise with the individual to ensure they are able to go home safely.</li> </ul>                                    | <p>appropriate.</p> <ul style="list-style-type: none"> <li>Incident forms to be emailed to: <a href="mailto:health&amp;safety@northyorks.gov.uk">health&amp;safety@northyorks.gov.uk</a></li> </ul> <p>Additional support regarding fire evacuation, assembly points and related queries is available from the Health &amp; Safety Risk Management Team on 01609 532589</p>   |  |  |      |        |
| Risk of exposure to the COVID-19 arising from handling deliveries | NYCC staff, Library Volunteers | <p><b>Managing deliveries &amp; handling goods</b></p> <ul style="list-style-type: none"> <li>Where possible, agree for deliveries to arrive outside core hours' the library is open to the public</li> <li>Where possible, have delivery drivers call ahead to advise when they will be arriving at site</li> <li>Delivers should go to a separate door to that used by the general public (where possible)</li> <li>Greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not</li> </ul> | <ul style="list-style-type: none"> <li>Cleaning and/or storage procedures for goods and merchandise entering and leaving the premises must in place</li> <li>Pick-up and drop-off collection points, procedures, signage and markings will be reviewed to minimise unnecessary contact at delivery reception areas</li> </ul> <p>Enabling drivers to access welfare facilities when required, consistent with Government guidance</p> |  |  | High | Medium |

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|  |  | <p>practical<br/>Where practical and/or storage space allows, increase quantities of regularly used items to reduce the number of deliveries</p>   |  |  |  |        |              |
|  |  | <p><b>Moving Around Buildings and Worksites</b></p> <ul style="list-style-type: none"> <li>• Deep clean of all staff operational areas prior to staff returning to reopen the library</li> <li>• One-way systems will be implemented where practicable</li> <li>• High traffic areas to be kept clear of obstruction or people interacting to maintain social distancing.</li> </ul> <p>Staff are instructed to keep to their left when passing people or await the person to pass at a suitable passing place, eg on corridors/stairs</p> | All non-essential trips within buildings and sites will be prohibited with some areas restricted to specific staff/teams |  |  | Medium | Medium       |
|  |  | <p><b>Furniture &amp; toys</b></p> <ul style="list-style-type: none"> <li>• All soft furnishings in the buildings, such as chairs, displays, merchandise stands etc. to be moved out of the operational areas</li> <li>• Any merchandising cabinets or tables to be moved to prevent unnecessary handling of stock and people stopping to browse in walkways</li> <li>• Books and other items which have cloth, fur, felt or similar materials should be removed from circulation, especially in</li> </ul>                                |  |  |  | High   | Low if moved |

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|  |  | <p>Children's Library</p> <ul style="list-style-type: none"> <li>For the current times, all toys and stuffed animals in children's library areas should be stored away</li> </ul>  |   |  |  |      |        |
|  |  | <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>The Library area and work room will have had a deep clean before reopening</li> <li>All bins will be lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste container at the end of the day.</li> <li>Rubbish collection from rooms and communal areas daily and placed into the commercial waste facility ready for collection</li> </ul> <p>Cleaning materials with instructions will be provided in readily accessible locations to encourage before and after cleaning of their workspace areas and equipment.</p> | <ul style="list-style-type: none"> <li>Staff to wear protective gloves when decanting cleaning products into small spray bottles and whilst using cleaning products between opening times.</li> </ul> <p>Touchscreens, keyboards, mice and computer monitors should only be cleaned using wipes, not liquid</p> |  |  | High | Medium |

| Friday Market  |  |  |  |  |  |      |            |
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| Social distancing measures not being followed                |  | <p>Where there is a need to queue for service of some kind, 2m distance markings must be in place.</p> <p>Market stalls must be positioned to allow for social distancing and queuing.</p> <p>Casual traders must book a pitch in advance to ensure enough space for social distancing.</p>                          | .  |  |  | High | Low        |
| Risk of exposure to the COVID-19 arising from handling cash. | <ul style="list-style-type: none"> <li>• Market Superintendent</li> <li>• Market Traders</li> <li>• Customers</li> <li>• Deputy Clerk</li> </ul> | <p>Traders have been asked to pay by BACS where possible to reduce cash handling</p> <p>Market superintendent has been provided with gloves and hand sanitiser.</p> <p>Cash taken is delivered to Deputy Clerk without direct contact.</p> <p>Deputy Clerk must wear gloves when counting and handling the cash.</p> | <p>Advise traders to encourage card and contactless payments.</p> <p>PPE will continue to be supplied for work activities where the risk assessment has identified PPE is required to control residual risk.</p> |  |  | High | Medium-Low |