**Ockbrook and Borrowash Parish Council Risk Assessment**

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| Assessor Name: M White CMIOSH FIIRSM | Location: Church Street, Ockbrook, Derbyshire DE72 3SL | Date: 31/08/2021 |
| Activities being assessed: Measures to be taken to prevent the spread of COVID-19 Coronavirus | Review date: N/A | Copied to: All hall users |

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| Risk Matrix | Control Measures  (Risk assessment, method statement, permit to work, sequencing) | Instructions for completion |
| **Severity**  5. Fatality 25 20 15 10 5  4. Major injury/ 20 16 12 8 4  3. Injury Damage 15 12 9 6 3  2. Minor injury 10 8 6 4 2  1. Negligible effect 5 4 3 2 1  **Likelihood**  **5 4 3 2 1**  Likelihood  5. Likely  4. Probable  3. Occasional  2. Remote  1. Improbable | 15 – 25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority.  8 – 12: Reduce risks identified to a low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved.  3 – 6: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations  1 -2: No further consideration required | * A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced. * L = Likelihood (consider at this stage the frequency of the task which could have a bearing on the ‘likelihood’. For example, a task that is carried out 10 times per day as opposed to once a week. Both could have implications such as complacency v lack of practice. * S = Severity RR = Risk Rating (i.e. LxS) * Risk improvement requirements should be listed in the Control Measures section Italic print. |

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| Ref No | Description of hazardous activity, interface or works process | Persons Affected | Associated Risks | Risk  Evaluation |  |  | Control measures and  *Risk improvement requirements* | Residual  Risk |  |  | Responsibility  for Implementation |
|  |  |  |  | **L** | **S** | **RR** |  | **L** | **S** | **RR** |  |
| 1A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Hall users | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **General conditions (all personnel)**  Any person who have a temperature / fever or a new persistent cough must not attend enter the Parish Hall.  Hand washing facilities are provided and must be used in line with HM Government guidance, i.e. soap and hot water for at least 20 seconds and then hands dried thoroughly.  Where possible hand washing should also be carried out prior to and after eating or drinking.  Hand sanitiser is also provided and must be used in conjunction with these hand washing facilities as directed. | 1 | 5 | 5 | Parish Chairman |
| 2A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Hall users | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **Welfare facilities**  **Kitchen**    Before making a drink or preparing food wash hands thoroughly as directed above.  All plates, cutlery and cups / mugs should be washed before and after use.  Never share another person’s cup / mug, cutlery or plate. | 1 | 5 | 5 | Parish Chairman |
| 3A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public  Post office staff | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 15 | 15 | **Safe operating practices (Office and Post Office)**  Other than the Parish Clerk only one person is permitted in the office area at any one time and then ensuring current Social Distancing guidelines are maintained at all times.  Post Office counter services are responsible for carrying out their own risk assessment and ensuring adequate controls and safe operating practices are maintained.  Good hygiene practices should be followed at all times, i.e. should any person feel the need to cough or sneeze this must be done into a tissue or the upper arm across the mouth and nose. Any tissue used should be single use and placed in a bin straight away after use.  The Clerk should frequently clean and disinfect objects and surfaces that are touched regularly using standard cleaning products.  Do not share pens or other writing appliances.  The Clerk should not sign electronic devices on receipt of a delivery, just give your name. | 1 | 5 | 5 | Parish Chairman |
| 4A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public  Post office staff | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **Hall users**  All persons entering the Parish Hall need to be aware that the following 5 key points apply. These underpin COVID Secure status and this Information Sheet and arrangements should reflect them:-  a) Minimise contact with individuals who are unwell - Nobody should enter the premises if they have symptoms or are self-isolating due to symptoms in their household.  b) Clean your hands often – Frequent hand washing with soap and water for at least 20 seconds as per HM Government guidelines and dry using paper towels. Hand sanitiser will be provided at the entrance to the hall, in the kitchen and toilet lobby area. This should be used in addition to hand washing.  c) Respiratory hygiene – Everyone is encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.  d) Regular cleaning of surfaces that are touched frequently - including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.  e) Maintain social distancing where possible – Where possible social distancing guidelines should be maintained.  The Parish Clerk will engage with regular hirers to ensure that the 5 COVID-19 Secure Guidelines requirements above are clearly understood.  Leaders of organisations who will use the premises have an important role to play in communicating these requirements to their members and in ensuring the special hire conditions which will need to be introduced are followed. | 1 | 5 | 5 | Parish Chairman |
| 5A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **Social Distancing, capacity and track and trace at The Parish Hall**    NHS Test and Trace - All groups will be asked to assist NHS Test and Trace by keeping a temporary record of who attends for 21 days and to provide that data to NHS Test and Trace if needed. (It is not compulsory for people to provide information but could help contain outbreaks). | 1 | 5 | 5 | Parish Chairman |
| 6A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **Face Coverings**  The Government advice is that if you can, you should wear a face covering if in an enclosed space and where you will come into contact with people you do not normally meet, which may include activities in a community hall.  However, face coverings should not be taken on and off frequently, so while this is most relevant for short periods indoors in crowded areas such as public transport for the Parish Hall the priority is that social distancing and good hygiene are maintained.  Face coverings should not be used by children under the age of 3 or those who would find it difficult to manage them correctly.  A face covering may provide some protection for others you come into close contact with if you have become infected but not yet developed symptoms. Consequently, where, people will be working in close proximity, and with older and/or clinically vulnerable people, a face covering is advisable to protect those people. | 1 | 5 | 5 | Parish Chairman |
| 7A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **Cleaning and encouraging good hygiene**  All surfaces which are frequently touched will be cleaned regularly using standard cleaning products. A decision will be made on how frequently cleaning should take place, based on an assessment of risk, and use of the building.  The Parish Council employs a cleaner / caretaker who will ensure regularly used surfaces etc., are thoroughly cleaned before hirers arrive and a notice will be displayed at the entrance stating when the hall was last cleaned.  The cleaner/caretaker will be immediately informed as to the extra cleaning required if someone is taken unwell on the premises with a suspected case of COVID-19. This requires disposable PPE and double bagging of PPE and cleaning materials afterwards, which must be stored for 72 hours securely prior to disposal as normal waste.  The Parish Council requires hirers bringing or using their own equipment which is stored at the hall that they will need to clean this for each session and before stowing it away, or ask their group members to bring their own clean equipment and avoid sharing it. | 1 | 5 | 5 | Parish Chairman |
| 8A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 15 | 15 | **Hiring Arrangements**  a) For nonregular bookings the cleaner/caretaker will need to be given expected arrival times for each hirer or other arrangements made to check sufficient supplies of sanitiser, soap, paper towels and cleaning materials.  b) Hirers should be encouraged to seat or stand people side-to-side, rather than face-to-face, whenever possible.  c) Hirers should be encouraged to keep the hall well ventilated, opening doors and windows as far as possible, and will need to remember to close them all for security on leaving.  d) Hirers should be encouraged to have regard as to whether people attending their activity are clinically vulnerable to COVID-19 and how they will address the need to keep them safe. It is expected that those over 70, who are more vulnerable and have been required to self-isolate for 12 weeks, but not in the shielding category, will wish to attend their usual community activities, so particular attention should be paid to the need to maintain social distancing with them.  e) Hirers will be provided with a copy of the hall’s COVID-19 Risk Assessment.  f) Hirers are encouraged to bring their own food and drink e.g. water bottles for the time being, rather than making food and drink on the premises, to reduce work cleaning the kitchen.  g) Users should also be encouraged to bring their own equipment where possible, e.g. crafts, keep fit, and can be encouraged to bring their own personal hand sanitiser, wipes, and tissues.  h) Hirers will be asked to keep a note of the names and telephone number for everyone attending their activity and retain this for 3 weeks so that, in the event of a case, NHS Test and Trace can contact everyone the individual was in contact with. This is not a legal requirement, people are not obliged to provide their personal details but where they do that information should be kept securely so as to comply with GDPR e.g. a password protected phone or tablet, a locked filing cabinet. |  |  |  | Parish Chairman |
| 9A | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | **Procedure if someone becomes unwell with COVID-19**  a) A space will be designated into which anyone will be moved who becomes unwell at the hall with suspected COVID-19 symptoms until transport home or to hospital is available.  Tissues and a bowl of warm soapy water for handwashing and paper towels will be provided. Tissues and paper towels should be disposed of into a plastic bag, which is sealed and placed in a secure place for 72 hours before being disposed of into the general rubbish collection.  b) Other people that have attended the same activity should be asked for contact details and then to leave the premises. The Track and Trace service should be informed. (Provision of contact details should be encouraged but is not compulsory).  c) A decontamination clean should be carried out in those parts of the premises they have used as follows:-  The area occupied by the person affected should be cleaned thoroughly with normal household disinfectant.  The person(s) carrying out the cleaning should wear disposable or washing-up gloves and apron(s). After cleaning is complete these should be double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.  Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay particular attention to frequently touched areas and surfaces, such as the desk, telephone, door handles, stair handrails, work equipment etc. | 1 | 5 | 5 | Parish Chairman |
| 9B | Measures to be taken to prevent the spread of COVID – 19 (Coronavirus) | Parish Clerk  Cleaner  Members of the public | A coronavirus is a type of common virus that can infect your nose, sinuses, or upper throat. They can spread much like cold viruses.  Most coronaviruses are not dangerous, but some, as with COVID – 19 can cause severe acute respiratory effects that can be deadly. | 3 | 5 | 15 | In the unlikely event that an area has been heavily contaminated, such as with visible bodily fluids from the person use protection for the eyes, mouth and nose, as well as wearing gloves and an apron, and  After disposing of the protective clothing and equipment wash hands thoroughly with soap and water for at least 20 seconds then apply hand sanitiser. | 1 | 5 | 5 | Parish Chairman |