

Sleaford Town Council
Wash your hands - keep your distance



Risk Assessment: COVID-19

Risk Assessment: Coronavirus

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
<p>Suspected symptoms</p> <p>Such as - with either:</p> <p>High temperature above 37.8C</p> <p>A new continuous cough</p> <p>Breathing difficulties</p>	<p>Contact infection and transmitting of Coronavirus</p>	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • For Coronavirus information always follow the most recent Government guidelines. • If you have any of the listed suspected coronavirus symptoms do not come to work. • Inform the Acting Town Clerk immediately. • Stay at home and self-isolate for 7 days providing your temperature is normal. • If you still have a high temperature keep self-isolating until your temperature returns to normal. • You MUST contact the Acting Town Clerk for your return to work arrangements. 		L
<p>Distancing</p> <p>During transport to/from and at work</p> <p>At pinch points such as doors/gates</p> <p>In the workshops</p> <p>During rest breaks</p> <p>Sleaford Town public places</p> <p>Internal meetings</p> <p>Between delivery/collection drivers</p> <p>Maintenance</p>		<ul style="list-style-type: none"> • Employees • Contractors • Third parties • Members of the public 	<ul style="list-style-type: none"> • Only essential third parties will be permitted on site. • Avoid travelling with more than one person. • Before travelling with more than one person - MUST make arrangements with the Acting Town Clerk to ensure safe distancing. • Third parties will be instructed on COVID-19 control measures. • Re-organise site working systems to enable improved distancing as far as is reasonably practicable for everyone. • Street cleaning is reduced to 2 days per week and early mornings with fewer members of the public • Make sure distancing is maintained through gates and doorways • Arrange restroom seating to comply with distancing. • Most times only one person is permitted into the workshop and restroom at a time. 	<ul style="list-style-type: none"> • Make clear arrangements to maintain distancing with delivery HGV drivers including the handing over of documents 	M
<p>Office</p> <p>Access to office</p> <p>Communications</p> <p>Deliveries/collections</p>			<ul style="list-style-type: none"> • Office restricted to one Employee and very occasional one other. • Other office employees are home working. • Distance marked area outside an office window for a person to stand and wait. The window will be opened for communications. • A place outside for documents to be collected/deposited. 		M

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			<ul style="list-style-type: none"> • Clear information/instructions on outside of office wall. 	
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Risk Assessment: Coronavirus Cont.

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L	
<p>Hygiene</p> <p>Personal hygiene All site door handles Work stations</p> <p>Rest Room Toilets</p> <p>Vehicles More than one operator</p> <p>Groundcare machinery Street cleaners</p>	Contact infection and transmitting of Coronavirus	<ul style="list-style-type: none"> • Employees • Contractors 	<ul style="list-style-type: none"> • DO - wash your hands regularly for a minimum of 20seconds. • DON'T - touch your eyes, nose or mouth if your hands are not clean. • Everyone is instructed and MUST use the provided sanitisers/wipes. Including on entry to any workplace, after toilet and rest breaks. • Each employee is provided with sanitisers and wipes. • Clean all door handles with sanitised wipes in designated areas of the site, after each break and at the end of the day. • Clean with sanitised wipe - vehicle door handles daily before use • Clean with sanitised wipe - vehicle/tractor seats steering wheels and controls at lunchtime and end of the day or if changing from one driver to another. • Clean with sanitised wipe - hand controller street cleaners and groundcare equipment handles/controls at lunchtime and end of the day or if changing from one operator to another. • Clean rest room area and toilets daily. • Waste wipes/tissues MUST be disposed of in the provided waste bins. • Waste bins are emptied at the end of each day • PPE - wear protective gloves to reduce contamination risks. 	<ul style="list-style-type: none"> • Flasks available to employees to ensure hot water can be provided on site. • Operatives are advised to have lunch breaks on site where possible. 	M	
<p>Communications</p> <p>Stress Personal concerns General coronavirus discussions</p>			<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Anyone with a personal concern and especially about coronavirus is encouraged to have a private meeting in the office with their line manager. • Regular coronavirus meetings in the workplace with the opportunity to discuss concerns or ideas for improving coronavirus protection. 		L
<p>Sleaford cemetery</p>			<ul style="list-style-type: none"> • Employees • Contractors 	<ul style="list-style-type: none"> • All grave digging is contracted to Nic Barker Ltd Funeral Services following the most recent Government guidelines. 		L

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Grave digging Burial's		<ul style="list-style-type: none"> • Members of the public 	<ul style="list-style-type: none"> • All burials are arranged privately through Funeral Directors following the most recent Government guidelines. 		
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Risk Assessment: Coronavirus Cont.

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Visiting third party sites Travelling in a vehicle Arrangements and communications with third parties Third party facilities Documentation	Contact infection and transmitting of Coronavirus	<ul style="list-style-type: none"> • Employees • Third parties 	<ul style="list-style-type: none"> • Avoid visiting a third party site except for essential work. • Essential visiting to a third party site is strictly by prior arrangement. • Agree in advance how COVID-19 controls, including welfare arrangements, will protect both parties for the work to be done. • Give these clear third party site COVID-19 controls to employees. • Vehicles - see distancing above. 		M

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Acting Town Clerk: Lisa Tidy

Signature:

Date

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