

## RISK ASSESSMENT - Use of Parish Office - updated September 2021

Revisited and agreed at HPC meetign 06.09.2021 item 6b)

RISK	Likelihood	Severity	Priority	CONTROL/IMPROVEMENTS/COMENTS
<p>Risk of contamination for public and staff through use of building and facilities</p>	1	2	2	<p>Staff worked at home during the initial phase of COVID-19 but following assessment of home working facilities and space availability it was considered that staff should be allowed to return to the Parish Office to work with effect from 8th June 2020, once all appropriate safety procedures were in place paying attention to the government’s guidance at all times. Following a relaxation of the guidance issued by the Government on 19th July 2021, to follow step 4 of the road map to recovery, Staff can now choose to work together in the office providing they remain vigilant.</p> <p>Staff will continue to use sanitising spray and wipes before and after use of all office/hall facilities and will continue to wash hands regularly or use sanitiser. Masks can be used voluntarily.</p>

Staff particularly vulnerable to COVID-19	1	2	2	<p>Staff will be aware of Government guidelines regarding vulnerability to COVID-19 and steps they should take, including self-isolation.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> and <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></p>
Risk of contamination for public and staff through visits	1	2	2	<p>Staff will be familiar with the symptoms of Coronavirus and rules for self-isolation. Anyone displaying symptoms will not come into the office and will notify other staff/village hall committee immediately to take action to ensure sanitisation of the building and notify anyone else who may have been in contact. Staff will continue to practice handwashing/sanitising procedures on entering and leaving the building. The Parish office is now open to visitors as normal and wearing of masks is voluntary, but recommended. Staff will be cautious when receiving visitors and it is recommended that they keep a 2 meter distance if possible and wear masks, although this is voluntary.</p>
Risk of contamination through waste disposal	1	2	2	<p>Staff will empty bins as often as they can.</p>

Risk to staff through deliveries	1	2	2	Deliveries will be dealt with as normal but staff are reminded to be cautious and take precautions where they can, wearing masks on a voluntary basis and sanitising hands where possible
Risk of contamination from objects, surfaces and air	1	2	2	It is advised that the window should be kept open when possible to help reduce the viral load. All objects/surfaces which have been touched should continue to be wiped down before and after use by staff, as above.
Risks in carrying out other duties	1	2	2	Staff should carefully consider all other duties they have to perform outside the office. They should consider how they can manage this in a safe way, within the Government guidelines and whilst protecting themselves and others.

**Key**

**Likelihood**

	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

**Severity**

**Likelihood**

**Severity**

1 Unlikely

2 Possible

3 Probable

1 Minor

2 Medium

3 Major

Priority - action required
Medium priority
Low priority - no action required