

Oundle Town Council (OTC)
Wash your hands - keep your distance

Risk Assessment: COVID-19

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From 19th July 2021 the number of instructions/rules issued by the Government have been greatly reduced, yet still issuing guidelines for the public to follow.

Employers will continue to be subjected to their health and safety obligations and the duty of care to look after the health and safety of their employees and third parties, which at present, includes protection from COVID-19 in the workplace.

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Risk Assessment: COVID-19 - General

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Warning! Follow the most recent COVID-19 Government Guidelines - Changes to Guidelines can be made at short notice.					
<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>A change or loss of sense of taste or smell</p> <p>New others - as PHE identify</p> <p>Failing to report being unwell and attending work</p> <p>Employees showing or suspected symptoms whilst at work</p> <p>In close contact with COVID-19 person</p> <p>NHS Test and Trace</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Contact infection and transmitting of COVID-19 	<ul style="list-style-type: none"> • Employees • Contractors • Third parties 	<ul style="list-style-type: none"> • For COVID-19 information always follow the most recent Government guidelines. • If you have any suspected COVID-19 symptoms as presently defined by PHE, at home - inform the Town Council Clerk immediately and do not come to work. • Suspected COVID-19 at work - inform the Town Council Clerk by phone and go home immediately (travel home appropriately) and begin self-isolation. • Go/stay at home, request a PCR (polymerase chain reaction) test, and self-isolate until the results of the test are known. • If test is positive continue with 10 day isolation. • If the test returns negative but you continue to feel unwell, you should remain at home until symptoms have abated or you feel well enough to come to work. • Advise the Town Council Clerk of PCR test result. • You MUST contact the Town Council Clerk before any return to work arrangements. • If you have been in close contact with someone who has COVID-19, you must self-isolate for 10 days. • Anyone entering main offices must take their temperature using wall mounted or hand-held thermometers. If temperature is 37.80C or above - (wait two minutes and check again) – if confirmed go home immediately, self-isolate and request PCR test. • Anyone entering main offices must sign in including printed name, mobile phone number and temperature. • Daily shred each record sheet after 21 days. (GDPR) • Make 21 daily record sheets available for NHS if requested. • Use QR codes where they are in place. 		M

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Risk Assessment: COVID-19 cont.

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
<p>NHS notification</p> <p>When receive email, text or phone call from NHS Test and Trace – text messages will come from NHS tracing and calls will come from 0300 0135 000 or an alert from the NHS COVID-19 app</p> <p>Positive lateral flow (LFD) test</p>	<ul style="list-style-type: none"> Contact infection and transmission of COVID-19 	<ul style="list-style-type: none"> Employees Contractors Third parties 	<ul style="list-style-type: none"> Self-isolate at home if instructed by NHS Test & Trace or the NHS COVID-19 App. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/ If you receive a positive result from a lateral flow device (LFD) test, you and your household must self-isolate and inform your manager. Immediately order a confirmatory PCR test. Follow PCR test procedures above. 		M
<p>Reporting:</p> <p>Multiple COVID 19 cases at work (more than one)</p>			<ul style="list-style-type: none"> Employees are instructed to follow Government guidance on reporting sickness due to suspected/confirmed COVID-19. Report confirmed cases of COVID-19 to the Town Council Clerk The Town Council Clerk to contact the local Health Protection Team (HPT) Public Health England (PHE). 		M
<p>COVID-19 protection</p> <p>People at high risk (clinically extremely vulnerable)</p>			<ul style="list-style-type: none"> The onus is on the individual employee to declare to the employer any high or moderate risk. Clinically extremely vulnerable staff may require individual risk assessment. 		M

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COVID-19 virus is transmitted in three main ways			<ul style="list-style-type: none"> • Directly inhaled from droplets or aerosols. • Contaminated surfaces to hands/face. • Contaminated hands to others or surfaces. 		
Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Communications Personal concerns General COVID-19 discussions including: Mental health and wellbeing affected through isolation or anxiety about coronavirus	Contact infection and transmitting of COVID-19	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • Anyone with a personal concern and especially about COVID-19 is encouraged to have a private meeting with the Town Council Clerk • Regular COVID-19 meetings in the workplace with the opportunity for employees to discuss concerns or ideas for improving COVID-19 protection and when updating adjustments to comply with most recent Government guidelines. • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Employees are encouraged to use assistance programme to talk through supportive strategies 	<ul style="list-style-type: none"> • 	L
First Aid Operating closer than 2m social distancing Patient not breathing			<ul style="list-style-type: none"> • See also - separate First Aid (COVID-19) policy. • All fulltime employees have basic first aid training. • Wear and use any PPE you have immediate access to. • Assist at a safe distance to minimise time in the breathing zone. If patient is capable, get them to do things for you if it doesn't compromise treatment. • Not breathing - must not give Mouth to Mouth breathing. • If not breathing, give immediate continuous chest compressions, two persons share if available until patient is breathing or arrival of a defibrillator/medical assistance. 	<ul style="list-style-type: none"> • 	M
Emergencies Emergency evacuation			<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • In the event of an emergency evacuation, the 2m rule will be superseded. Once outside resume 2m distancing. 	<ul style="list-style-type: none"> •

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Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
<p>Hygiene</p> <p>Personal hygiene Availability of PPE Infection from All site door handles</p> <p>All work surfaces including: Offices Restrooms Kitchen/kitchenette Toilets</p> <p>All groundcare work</p> <p>More than one operator Vehicles Machinery More than one operator Workshops</p> <p>COVID-19 at Work</p> <p>Additional Hygiene Workplace & vehicles</p>	<p>Contact infection and transmitting of COVID-19</p>	<ul style="list-style-type: none"> • Employees • Contractors • Third parties 	<ul style="list-style-type: none"> • DO - Increase frequencies of hand washing, and for a minimum of 20sec • DON'T - touch your eyes, nose or mouth if your hands are not clean. • Everyone is instructed and MUST use sanitisers/sanitising wipes which are in place around the site, Including but not limited to: Entering/exiting to work, toilet and rest breaks. • Monitor PPE stocks to ensure sufficient supplies for business continuity. • PPE - wear gloves when cleaning to reduce risk of contamination. • After removing PPE, wash hands thoroughly with soap and water for 20 seconds. • Ensure hand sanitising solution is minimum 70% alcohol. • PPE – where instructed face masks must be worn including all corridors. • Increase cleaning of door handles and work surfaces with disinfectants or sanitised wipes in their designated area of work. • Individuals are responsible for wiping down a dirty surface/desks. • Mobile employees are provided with sanitisers/ wipes. • Clean with sanitised wipes - tractor/vehicle seats steering wheels and controls at lunchtime and end of the day or every time when changing from one driver to another. • Regularly clean canteen tables and toilets during the working day. • Waste wipes/tissues MUST be disposed of in the provided waste bins. • Waste bins are to be emptied at the end of each day. • COVID-19 information/instructions signs throughout outside/inside. • Following COVID-19, isolate affected area for 48 hours before cleaning. • Wear full protective PPE including disposable hooded coveralls before thoroughly cleaning work area and vehicles used by a person with or suspected of being infected by COVID-19 using anti-virus/bacteria disinfectants. • Waste is double-bagged, stored securely and separately for 72 hours then disposed of in usual waste disposal bin. 		<p style="text-align: center;">M</p>

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Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
<p>Social distancing</p> <p>During transport to/from and at work</p> <p>At pinch points such as doors/gates</p> <p>At production work</p> <p>During rest breaks</p> <p>Internal meetings</p> <p>Between delivery/collection drivers</p> <p>Maintenance</p> <p>Meetings/meeting rooms</p> <p>Public buildings</p> <p>Documents</p> <p>Timesheets/ Job cards</p>	<p>Contact infection and transmitting of COVID-19</p>	<ul style="list-style-type: none"> • Employees • Contractors • Third parties • Members of the public 	<ul style="list-style-type: none"> • For social distancing information follow the most recent COVID-19 Government guidelines. Including when buildings become open to members of the public. • Only essential third parties will be permitted on site. • Avoid travelling with more than one person whenever practical. • Before travelling with more than one person - MUST make arrangements with the Town Council Clerk to ensure safe distancing. • Third parties will be instructed on COVID-19 control measures. • Re-organise site working systems to enable distancing guidelines as far as is reasonably practicable for everyone or put other systems in place including barriers and people positioning. • Make sure distancing is maintained through gates and doorways • Office restroom public buildings seating must comply with distancing guidelines. • Follow the restrictions on capacity in communal areas e.g. kitchens. • Avoid meetings where possible if necessary, hold meetings by telephone/conference calls or using video link technology. • Make arrangements for the safe handling receiving and handing over documents • If necessary wear face masks or place washable barriers/dividers between people where distancing is not easily achievable. 	<ul style="list-style-type: none"> • 	<p style="text-align: center;">M</p>
<p>Ventilation</p>			<ul style="list-style-type: none"> • Improve ventilation whenever it is practical to do so, by opening windows to reduce the circulation of stale air and rick of coronavirus infection. 	<ul style="list-style-type: none"> • 	<p style="text-align: center;">M</p>
<p>COVID-19 information</p> <p>Signage</p>			<ul style="list-style-type: none"> • COVID-19 information and instructions signs. 	<ul style="list-style-type: none"> • 	<p style="text-align: center;">L</p>

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Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Offices Access to office Communications Meetings/meeting rooms Distancing Hygiene & cleaning Receiving post & deliveries/collections Phones/desks Folders Photocopying Kitchenette Server room	Contact infection and transmitting of COVID-19	<ul style="list-style-type: none"> • Employees • Contractors • Third parties 	<ul style="list-style-type: none"> • Enable home working if required by individuals for health or other reasons. • If necessary, hold meetings by telephone or with other technology. • If a meeting is essential restrict access into office by authorised persons only. • If unavoidable, encourage meetings to take place in well ventilated rooms or outside in the fresh air. • Arrangements for office post and deliveries are in place. • See - distancing above. • See - hygiene above for office cleaning, 	•	M
Third party visitors			<ul style="list-style-type: none"> • Where it is possible and practical to do so, continue restricting third-party visitors from site if necessary, hold meetings by telephone/conference calls or using video link technology. • Signage instructions in place for visitors and couriers/deliveries. 		
Visiting third party sites Travelling in a vehicle Arrangements and communications with third parties Third party facilities Collecting supplies Contract work		<ul style="list-style-type: none"> • Employees • Third parties 	<ul style="list-style-type: none"> • Continue to avoid visiting a third party site except for collecting essential supplies and essential contract work. • Follow suppliers/contract work site COVID-19 and government safety instructions and guidelines. • Essential visiting to a third party site for contract work 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. • Provide clear third party site COVID-19 controls to employees. 		

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Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Second work person in a vehicle Unable to social distance Hygiene	<ul style="list-style-type: none"> Contact infection and transmitting of COVID-19 	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Avoid travelling in a vehicle with more than one person in a vehicle unless absolutely necessary. <ul style="list-style-type: none"> If unavoidable wear a face masks If available - the passenger sit behind the empty front passenger seat. Open windows for ventilation. Do not face a person when speaking. Sanitise vehicle before/after a second person enters/leaves. 	<ul style="list-style-type: none"> 	M
International travel Business Personal Testing Red, Amber and Green countries		<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Must follow current government travel guidelines before travelling abroad and on arrival from abroad, including self-isolating guidelines before returning to work. International travel for business is not currently permitted by OTC 	<ul style="list-style-type: none"> 	M

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Risk Assessment: COVID-19 - Additional Deborah Saxby

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
<p>Clinically extremely vulnerable employee</p> <p>Returning to work Days times of work</p>	<ul style="list-style-type: none"> • Contacting COVID-19 infection 	<ul style="list-style-type: none"> • Deborah Saxby 	<ul style="list-style-type: none"> • Has received both coronavirus vaccinations. • Is unable to do her work duties from home. • Has received one to one returning work meetings with the Town Clerk, following shielding. • Working part time - 2xdays per week approximately 3hrs per day. 	<ul style="list-style-type: none"> • 	M
<p>Work involves</p> <p>Testing and call points Checking Fire panels Checking extinguishers</p> <p>Running taps and monitoring water temperatures</p> <p>Office administration</p> <p>In: Fletton House Queen Victoria Hall The Courthouse & area</p>			<ul style="list-style-type: none"> • Organisations within the buildings are advised to give space to Deborah Saxby when testing and checking. • Call points are by doorways avoiding the need to enter right into a room. • Fire panels are situated in an entrance corridor for each building. • Most fire extinguishers are in corridors or near doors avoiding the need to enter right into a room. • In addition - wear P3 filtered reusable respirator during monitoring water temperatures. • The showers in the dog salon and the barbers are very regularly run by the tenants, and not by Deborah Saxby. • A separate office has been provided for the administration, to reduce contact with others. 	<ul style="list-style-type: none"> • 	M

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Risk Assessment: COVID-19 -

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
<p>Entering specific OTC buildings</p> <p>Fletton House The Courthouse Queen Victoria Hall</p> <p>Shared public areas - Including: Building entrances Corridors/stairs Lifts etc.</p> <p>Face mask Social distancing</p>	<ul style="list-style-type: none"> • Contact infection and transmitting of COVID-19 	<ul style="list-style-type: none"> • Restricted numbers 	<ul style="list-style-type: none"> • COVID restrictions applied from 19th July 2021: • Everyone is required to wear a face masks and to maintain social distancing when entering Fletton House/The Courthouse/Queen Victoria Hall and using shared spaces within the building. (see Fletton House Saturday weddings for face mask exceptions) • The organisers of activities/events/meetings or business managers are responsible for deciding the face mask policy inside their hired or rented room/rooms. • During COVID-19 restrictions OTC have limited each public room (only rooms for hire by OTC) to a maximum number of people to allow for managed social distancing. • OTC have limited each Lift to a maximum of 1 	<ul style="list-style-type: none"> • 	M
<p>Entrance to Fletton house</p> <p>Controlling anyone entering the building OTC Voluntary Action Pre-School and entry for children Deliveries Other activities - see below</p>	<ul style="list-style-type: none"> • Contact infection and transmitting • of COVID-19 	<ul style="list-style-type: none"> • Employees • Third parties • Members of the public • Pre-school children 	<ul style="list-style-type: none"> • Entry and exit to Fletton House is only permitted via the front entrance door with key access. • CCTV around the outside of the building including the front door are monitored by OTC staff. • OTC staff are only to open the door for authorised visitors to enter. • Other external door are locked with notices to use the front door. • All exit doors in the building can still be opened from the inside without the aid of a key during an emergency evacuation. • The Pre-school staff must also enter and leave via the front door. • Pre-school staff are permitted use their emergency exit door onto the carpark for the Pre-school children to enter and exit. 	<ul style="list-style-type: none"> • Emma are there any changes or planned changes to controlling or relaxing access 	M

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Risk Assessment: COVID-19 - Additional Fletton House

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
OTC Offices Reception office Town Clerk office Office meetings Social distancing Face masks	<ul style="list-style-type: none"> Contact infection and transmitting of COVID-19 	<ul style="list-style-type: none"> Restricted numbers 	<ul style="list-style-type: none"> Wearing face masks is optional inside the OTC offices. The Town Clerk will advise if there are occasions when face masks must be used. OTC employees must wear face masks when entering any other occupied room in Fletton House. The reception office has a perspex screen in place - for protection when members of the public and others are permitted to enter the building. The reception office has five desks each with a partition. The reception office will continue to use only a maximum of four desks with staff working from home on a rota basis. Office meetings will continue to take place in the Council Chamber or another available large room. 	<ul style="list-style-type: none"> 	M
Council Chamber Restricted numbers Toilets			<ul style="list-style-type: none"> The Council Chamber is presently restricted to a maximum of 30 people. The disabled toilet with basin and hand sanitisers adjacent to the Council Chamber is available for those using the Council Chambers. 	<ul style="list-style-type: none"> 	M
Additional Council Chamber Weddings Saturdays/ weekdays Face masks			<ul style="list-style-type: none"> Weddings are controlled and managed by the Registrar. The Registrar notifies OTC of all planned wedding dates. Face masks will not be required when entering Fletton house for a Saturday wedding. 	<ul style="list-style-type: none"> 	M
Glaphorn Restricted numbers Toilets			<ul style="list-style-type: none"> Glaphorn is presently restricted to a maximum of 40 people. The disabled toilet with basin and hand sanitisers near Glaphorn is available for those using the Glaphorn room. 	<ul style="list-style-type: none"> 	M
The Studio Dance classes Restricted numbers Toilets			<ul style="list-style-type: none"> The Studio is presently restricted to a maximum of 20 people. The toilet with basin and hand sanitisers under the stairs is available for those using The Studio. 	<ul style="list-style-type: none"> 	M

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Risk Assessment: COVID-19 - Additional Queen Victoria Hall (QVH)

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Access to QVH	• Contact infection and transmitting of COVID-19	• Employees • Contractors • Members of the public	• Access to the Queen Victoria Hall is controlled by the Caretaker.	•	L
Main Hall Bar/Kitchen Restricted numbers Toilets			• The Main Hall is presently restricted to a maximum of 100 people . • Toilets are available in the entrance foyer.	•	M
Dance & Keep Fit Main Hall Restricted numbers			• The Main Hall for dancing and keep fit is presently restricted to a maximum of 20 people . • Toilets are available in the entrance foyer.	•	M

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Risk Assessment: COVID-19 - The Courthouse

Hazard	Risk	To Whom	Existing Controls	Additional Controls	Risk H/M/L
Access Museum Chat - youth counselling Other business offices Toilets	<ul style="list-style-type: none"> Contact infection and transmitting of COVID-19 	<ul style="list-style-type: none"> Employees Third parties Members of the public 	<ul style="list-style-type: none"> Access to all entrances are presently by key holders only. The museum is presently restricted to a maximum of XX people. Could there be a one-way system around the Museum?? Visitors to Chat are by appointment only, with access controlled by the Chat councillor. Toilets with basins and hand sanitisers are available downstairs in the Courthouse. A separate disabled toilet with basin and hand sanitisers is also available downstairs. Visitors to Chat are by appointment only, with access controlled by the Chat councillor. 	<ul style="list-style-type: none"> Need a max number for the public to museum How could numbers be controlled? 	M
Separate external units Annex Dog salon Barbers shop Toilets			<ul style="list-style-type: none"> The annex unit is occupied and managed by a single tenant with visitors by appointment. Toilet with basin and hand sanitiser is available in the Annex. External Dog Salon and the Barbers shop are separate units in the courtyard, managed by the tenant's in the courtyard and are open to members of the public during their opening hours. External toilet with basin and hand sanitiser. Access is directly from the courtyard, with no access to inside The Courthouse. 	<ul style="list-style-type: none"> 	M

Oundle Town Council

Town Council Clerk:

Emma Baker

Signature:

Date:

