

This is a **generic risk assessment** for dealing with a pandemic in the workplace. It is not likely to cover all scenarios and it may be necessary to add to this list. Your attention is drawn to the website links contained in the table where you will find additional guidance. It is an assumption that future pandemics would be handled in a similar way to Covid 19 and this document is structured to reflect that. **NOTICES will be printed for display within the offices to cover as many of these controls as possible.**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of pandemic virus	- Council staff - Councillors - Volunteers - Visitors to your premises - Cleaners - Contractors - Drivers - Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions - Anyone else who physically comes into contact with you in relation to your council	<u>Hand Washing</u> - Hand washing facilities with soap and water in place - Stringent hand washing taking place - Drying of hands with disposable paper towels - Council staff encouraged to protect the skin by applying emollient cream regularly - Gel sanitisers in any area where washing facilities are not readily available <u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.	Council staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Several different types of cleaning materials/PPE are available for staff use both within and outside of the office. All personal equipment should be sanitised both before and after the period of work or should another officer be required to use your own equipment,	ALL RISKS Town Clerk	ALL Complete check list every day in office	

WEST BEDLINGTON TOWN COUNCIL – PANDEMIC RISK ASSESSMENTS

		<u>Social Distancing</u> Reducing the number of persons in any work area to comply with the two-metre (6.5 foot) gap recommended by the Public Health Agency. Taking steps to review work schedules including start and finish times/shift patterns, working from home, etc, to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing is in place. Conference calls to be used instead of face-to-face meetings. Ensuring sufficient rest breaks for council staff. <u>Wearing of Gloves</u> 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. <u>PPE</u> Public Health guidance on the use of PPE (personal protective equipment)	Council staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Where home working isn't practical, limit the numbers that are allowed in the office to one at a time using the premise that there needs to be a minimum two-metre gap. Reducing the number of occasions to physically meet. Are physical signatures needed? Use virtual conferencing if possible. Existing policy and practices in place. Council staff to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves should be worn if officers are able to do so. To minimise the risk of transmission during face-to-face meetings.			
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		relates to health care settings. In all other settings, individuals are asked to observe social-distancing measures and practice good hand hygiene behaviours and to wear a face mask in as an additional measure. Symptoms If anyone becomes unwell in the office, they will be sent home and advised to follow guidance. Council Chair will maintain regular contact with council staff members during this time. If advised that a member of council staff or public has developed the virus and were recently on your premises (including where a member of the council has visited other premises), the management team of the council 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. Drivers Procedures in place for drivers to ensure adequate welfare facilities available during their work.	All in attendance should wear an appropriate face mask. Observe 2m social distancing and wash (sanitise) their hands before and after the meeting. Staff are required to inform the Chair / Deputy Chair if they become unwell. Councillors will offer support to staff who are unwell or has a family member affected. Town Clerk to contact Public Health Authority (Track and Trace) re s\circumstances, if applicable. Communicate with companies you deliver to/from to ensure welfare facilities will be available to drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.			
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		Persons should not share vehicles or taxis, where suitable distancing cannot be achieved. <u>Mental Health</u> Council management will promote mental health and wellbeing awareness to council staff during an outbreak and will offer whatever support they can to help.	Regular communication of mental health information and open-door policy for those who need additional support.			
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This is a **risk assessment specifically for West Bedlington Town Council's office** for reducing the risk of infection in a pandemic. It is not intended or likely to cover all scenarios and it may be necessary to add to this list.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls Specific to the Office	Action by who?	Action by when?	Done
Spread of virus in a pandemic	• Council staff • Councillors • Volunteers • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically enters the Council office	<u>Track and Trace</u> All visitors MUST sign in and provide their contact details. <u>Hand Washing</u> Gel sanitisers in office – for all staff and visitors. <u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.	An attendance register to be completed every day and everybody who visits the office to have their contact details completed. All visitors to be requested to use the gel sanitiser available upon entering the office. Signs displayed prominently in office as a constant reminder. All personal equipment and frequently touched surfaces should be sanitised both before and after visits.	ALL RISKS Town Clerk	ALL Every meeting / visit to office	

WEST BEDLINGTON TOWN COUNCIL – PANDEMIC RISK ASSESSMENTS

		<u>Social Distancing</u> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. <u>Ventilation</u> Ensure the office is adequately ventilated whilst occupied. <u>Symptoms</u> If anyone displays signs of been unwell.	A maximum of 3 (three) people admitted to the Council office at any one time. Seating to be arranged in a way that occupants maintain the 2-metre gap. Face masks must be worn by everyone for everyone's protection. Either the outside door or windows (or both) to be opened during meetings to ensure there is an adequate movement of fresh air. The meeting / visit should be terminated without delay and the person displaying symptoms asks to vacate the office immediately. They should return home and advised to follow the stay-at-home guidance. All councillors will be notified immediately, and a decision taken whether it is safe to meet others in the office for the foreseeable future.			
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This is a **risk assessment specifically for West Bedlington Town Council's public council meetings** for reducing the risk of transmission in a pandemic. It is not intended or likely to cover all scenarios and it may be necessary to add to this list.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls Specific to The Office	Action by who?	Action by when?	Done
Spread of infection in a pandemic	- Council staff - Councillors - Volunteers - Visitors to your premises - Cleaners - Contractors - Drivers - Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions - Anyone else who physically enters the Council office	<u>Attendance – Arrival Times</u> To minimise the number of persons entering the meeting / venue at the same time. <u>Track and Trace</u> All visitors MUST sign in and provide their contact details. <u>Hand Washing</u> Gel sanitisers in office – for all staff and visitors.	The Clerk will arrive by no later than 5.30pm to set up the meeting as detailed below. Councillors will be asked to arrive no sooner than 6pm and no later than 6.10pm. Members of the public will be asked to arrive no sooner than 6.15pm and no later than 6.25pm. No late admissions will be allowed (the Clerk as the key holder will need to be in the meeting). ALL times to be displayed in meeting notices and meeting agendas. An attendance register MUST be completed for every meeting and everybody who attends the meeting MUST provide their contact details. All visitors to be requested to use the gel sanitiser available upon entering the meeting.	ALL RISKS Town Clerk	ALL Every meeting	

WEST BEDLINGTON TOWN COUNCIL – PANDEMIC RISK ASSESSMENTS

		Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods. Social Distancing Reducing the number of persons in any meeting area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.	Gel to be available at building entrance and meeting room entrance. Signs displayed prominently in meeting venue as a constant reminder. All personal equipment and frequently touched surfaces should be sanitised both before and after visits. All public Council meetings to be held in the largest upstairs meeting room at Bedlington Community Centre. A maximum number of attendees (councillors, guests and members of the public) to be agreed by the Council and advertised ahead of the meeting in meeting notices and meeting agendas. Seating to be arranged in a way that occupants maintain the 2-metre gap. Face masks must be worn by everyone for everyone's protection. Entrants MUST take the next available seat furthest from the meeting entrance doorway.			
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		<u>Ventilation</u> Ensure the office is adequately ventilated whilst occupied. <u>Symptoms</u> If anyone displays signs of been unwell. <u>Paper Meeting Agendas</u>	(This is to avoid crossing over / past those already seated). Exiting the meeting will be in a similar controlled manner to prevent crossing over / past other meeting attendees). Windows will be opened during meetings to ensure there is an adequate movement of fresh air. Air conditioning will be switched off. No one who is feeling unwell with pandemic symptoms should attend a public meeting. If it is obvious to the Council that an individual displays symptoms, they MUST be asked to vacate the meeting immediately. They should return home and advised to follow the stay-at-home guidance. Public Health Authority should contact the Council through the Track and Trace system following any positive test results. All councillors present MUST make decision as to whether or not it is safe to continue with the meeting. No paper agendas will be available.			
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WEST BEDLINGTON TOWN COUNCIL – PANDEMIC RISK ASSESSMENTS

		Materials should not be shared, and avoidance of touching things already touched by others should be reduced.	Councillors are encouraged to bring their own copy of the meeting agenda – either printed at home or provided in advance by the Clerk. Members of the public are to be encouraged to print their own copy of the meeting agenda at home (either from the Council’s website or from agenda notification email – available to anyone who registers to the Council’s mailing list). Any paper copies brought to the meeting MUST be taken away from the meeting. Depending on room layout a copy of the meeting agenda may be projected for members of the public to see. The Chair will read aloud the details of every agenda item. (including agenda item number and title).			
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