

## **PORTISHEAD TOWN COUNCIL – COVID-19 SECURE RISK ASSESSMENT**

**FACILITIES COVERED:** PTC Office – Folk Hall 1<sup>st</sup> Floor

**HAZARD COVERED:** Spread of Covid-19 (Coronavirus) by those using the Facilities.

**POTENTIAL HARM TO:** PTC staff using and visiting the Folk Hall for work

**ASSESSMENT PREPARED:** 1 July 2020   **ASSESSMENT LAST UPDATED:** 1 July 2020

**ASSESSMENT PERFORMED BY:** Martin Salisbury

### **COVID-19 SECURE GUIDELINES:**

Premises open to the public should be assessed as **Covid-19 Secure** in accordance with the following 5 key points:

- **Minimise contact with individuals who are unwell:** Nobody should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.

**Clean your hands often:** Sanitiser should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets.

- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. An NHS “Catch it, Bin it, Kill it” poster is available.

- **Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces.

- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals and households. Bookings can be accepted for events where social distancing can be maintained, the number of people each person has contact with is reduced to a small group and/or contacts below 2m are minimised and transitory, but crowded events cannot yet be held.

### **OFFICES AND MEETING PEOPLE GUIDANCE:**

This Covid-19 Secure risk assessment is based on Covid-19 Guidance for Working safely during Covid-19 in offices and contact centres issued on 24 June and Meeting people from outside your household from 4 July issued on 23 June. These guidelines provide the following overarching principles (conditions) relevant to Office and premises use.

- Workers and visitors who feel unwell stay at home and do not attend the premises
- In every workplace, increasing the frequency of handwashing and surface cleaning
- To make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m or 1m with risk mitigation)
- People should try to limit the number of people they see, especially over short periods of time

- A record of visitors in the last 21 days should be kept assisting with Track and Trace requests.
- The maximum number of people that can be accommodated while facilitating social distancing should take account of floorspace and pinch points. A rule of thumb for 2 metre social distancing is one quarter of the capacity for fire safety purposes.

**RECOMMENDATIONS:**

We consider the PTC Offices are Covid-19 Secure in accordance with the following Risk Assessment. However, it is recognised that staff should work from home where they are able to do so and contact between staff should be minimised. We also consider that some office and administration tasks are best performed by staff working together and that some staff may prefer to work in a secure office environment and with colleagues from time to time. Accordingly, it is recommended:

- From 4 July, staff that wish to attend the office may do so, in accordance with the risk assessment, on set days as set out in an office rota and ensuring that no more than 3 staff are present in the PTC office at any time. There is, however, no compulsion to attend the office and staff that can perform their duties remotely where there is no benefit to be gained by attending the office.
- The Office Risk Assessment will be shared with staff before they attend the Office and their comments reflected in revision of the Risk Assessment.
- The 1<sup>st</sup> and 2<sup>nd</sup> floors of the Folk Hall will remain closed to the public, to ensure the risk of cross-contamination between hall users and staff is minimised and because those floors are largely carpeted areas that are more difficult to regularly clean.
- Non-staff visitors to the Office area (including Councillors) will be restricted unless entry to the Office is necessary. Any meetings with visitors should take place in the Reynolds room at a social distance.

**COVID-19 SECURE RISK ASSESSMENT: PTC OFFICES**

Risk/Hazard	Controls Required	Risk Mitigation Action Taken	Action by	Done ✓
<p><b>Cross contamination between office staff and other hall users. Ensuring safety of staff</b></p>	<p>Ensure separation of staff kitchen and toilet facilities and limit mixing of staff with hall users and visitors and biosecurity of areas used by staff.</p>	<p>Limit use of Folk Hall to ground floor only (Main Hall and Fedden room) to dedicate 1<sup>st</sup> floor toilets and kitchen to office staff and avoid people passing on narrow stairs and hallways. No entry sign to be placed on stairs.</p> <p>Closure of Folk Hall lift to public and visitors, consistent with above and avoid use of confined space (lift only suitable for one person at time, also being a limiting factor to higher floor access).</p>		
	<p>Ensure capacity of rooms not exceeded</p>	<p>A maximum of 3 staff to be in the Office area at any one time, observing social distancing requirements.</p> <p>A maximum of 1 staff person to use the kitchen area at any time. Anti-bacterial wipes to be available and person using kitchen to wipe surface and any touch points after use.</p>		
	<p>Adopt staggered working patterns</p>	<p>Staff rota established with staff only attending on certain days so that maximum capacity of 3 in the office area at any one time is observed. Initially, only 1 or 2 staff to attend on the same day.</p>		
	<p>Reduce interaction with visitors</p>	<p>The Office to be closed to visitors and Councillors. Any meeting between non-staff members to take place in the Reynolds room whilst it is closed to the public.</p> <p>Non-essential staff to vacate the Office area if contractors are required to attend to work on Office equipment.</p>		

	Reduce possibility of crossing paths	A one-way system, with staff entering through lift hall (keypad door) and exiting through the kitchen hall door. These doors to be left open when the office is in use.		
	Avoid use of shared desks and equipment	All staff have personal and dedicated desks Staff must not touch other desks, use or borrow equipment from other desks. Floor tape marks safe area around each desk that other staff should avoid stepping into. One desk to be reserved for post and other shared items, the 'post desk' Staff to use hand sanitiser before touching anything on the post desk. Post to be opened with disposal gloves, scanned and left on 'post desk' for 48 hours prior to filing.		
	Ensure cleaners have appropriate protective equipment to protect them and hall users.	Cleaners provided with disposable plastic gloves and aprons and disposable cloths to be always used when cleaning and changed when moving between the Folk Hall open areas (Ground Floor) and office area (1 <sup>st</sup> and 2 <sup>nd</sup> floors).  Disposable equipment to be double bagged and stored for 72 hours prior to disposal.		
	Support use of face coverings	Face coverings are not mandatory, workers and visitors who want to wear them are allowed to do so and there attention should be drawn to the guidance in section 6.1 of Working safely during Covid-19 guidance.		
<b>Social Distancing of 2 metres not being observed by users</b>	Social distancing signage	Covid-19 Secure signs at office entry door 2m floor sign at entry to office		
	Desk layout to promote social distancing	All desks 2 metres apart and arranged side-by-side (not facing each other).		
	Limit toilet occupancy	All toilets signed as one at a time (one user only) Tape/Bag off basins less than 2 metres apart		

<b>Poor hand cleaning &amp; sanitisation</b>	Hand sanitiser and signage at entry to hall	Automated hand sanitiser and signage at entrance to be used upon arrival.		
	Hand washing facilities with soap & water	Anti-Bacterial Soap in all toilets		
	Disposable paper towels for hand drying	Paper towel dispensers in all toilets & stocked		
	Safe disposal of paper towels & tissues	Disposal bin with lid in each toilet		
	Hand Washing '20 second' advice	NHS hand washing notice by toilet basins NHS Catch It, Bin It, Kill It posers to be displayed in toilets		
	Hand sanitiser in Office	Hand sanitiser available in office area and to be used before touching shared items (photocopier, key box etc)		
	Hand sanitiser at Exit to hall	Manual hand sanitiser (bottle) to be available at Exit		
<b>Airborne spreading of germs</b>	Where possible ensure well ventilated space	Windows to be opened in Office when in use.		
	Screening in areas where social distancing not possible	Protective screen provided on office public counter (although initially office remains closed to the public).		
<b>Spreading through handling of shared items/utensils</b>				
	Avoid passing items between users	No cash payment to be taken by PTC staff		
	Quarantine of deliveries to office	All deliveries to office to be placed in separate area (by public counter) and isolated for 24 hrs, to be opened with 'post table' gloves and items cleaned before use.		
	Avoid passing of papers	Paperless office wherever possible with use of electronic documents and links to share documents.		
<b>Spread through touch points and cleaning hazards</b>	Ensure initial deep cleaning of premises and Legionella checks before reopening	<b>Initial Deep Clean undertaken prior to opening:</b> <ul style="list-style-type: none"> <li>• Legionella inspection and flushing of water system</li> <li>• Carpets in areas used cleaned (shampooed)</li> <li>• All surfaces, floors and touchpoints cleaned</li> </ul> <p>This risk is considered low as most areas of the halls have not been used for over 12 weeks.</p>		
	Cleaning of personal desks and equipment	<b>Daily User cleaning:</b>		

		Each desk is provided with a hand sanitiser and anti-bacterial cleaning cloths. User to clean desk and items on desk with cloth before and after working.		
	Rigorous daily cleaning of Office Areas	<b>Cleaners at end of day in office areas to:</b> <ul style="list-style-type: none"> <li>• Vacuum all carpets</li> <li>• Clean all touch points, incl office door keypad, photocopier buttons, door handles etc</li> <li>• Empty all rubbish bins</li> <li>• Clean toilets</li> <li>• Clean kitchen</li> <li>• But not clean personal desks</li> </ul>		
<b>Inadequate record of users</b>	Obtain and retain for 21 days details of all users and visitors to the building.	<p>A record of all other visitors, contractors and volunteers to the PTC Office or Hall to be kept by PTC. Link to visitor log: <a href="#">FH Covid-19 Visitor Log.xlsx</a></p> <p>If advised that a member of council staff or public has developed Covid-19 and were recently on the premises to contact the Public Health Authority to discuss the case, identify people who have been in contact with them.</p>		
<b>Ensure staff views are taken into account</b>	To consult and consider the views of the workforce to the working arrangements	<p>Share the results of the risk assessment with staff and ask for comments; and</p> <p>Display the Covid-19 Secure sign in Office areas</p>		
<b>Staff becoming unwell</b>	If anyone becomes unwell with a new continuous cough or a high temperature in the Office they will be sent home and advised to follow the stay at home guidance.	This message and guidance have been emphasised to senior staff.		
<b>Staff Mental Health</b>	To ensure staff are supported with mental wellbeing	Staff are referred to guidance at <a href="http://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a>		

		There is regular communication with staff (particularly with those working remotely) and an open door policy for those that need additional support.		
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