

Wareham Town Council

Town Hall, East Street, Wareham, BH20 4NS

Location: Town Hall

Title : Coronavirus – ACCESS Offices	Date of Assessment : 08/04/2021	Risk Assessor : Vanessa Ricketts
Risk Assessment Reference : 20210412 C19 Access to the Offices	People involved in making this assessment : Vanessa Ricketts	
Task/ Process : Gaining access to the Town Hall building and Offices	People at Risk : Staff and visitors	

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination

Control Measures:

1. Only food that is brought in separately, ready prepared, may be consumed in the building – the kitchen is not to be used for food prep.
2. Kitchens are only to be used for preparing beverages by staff or washing up.
3. Kitchens only to be used by one person at a time and to be wiped down before and after use with anti-bac wipes
4. Servery is not to be used by public, staff or volunteers

Hazard : Communal facilities, offices, entrance, toilets, stairs etc Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminate by coronavirus and create a risk to health.

Control Measures:

1. Cleaning services have been tailored to meet Covid19 requirements. Toilets and communal areas are to be cleaned twice daily.
2. All visitors entering the building to wear masks and be advised to maintain social distance and adhere to yellow floor markings.
3. No more than 2 non-staff visitors to the Council office at any one time and by appointment only.
4. All persons entering the facilities are instructed to sanitise their hands immediately – posters and sanitization stations are provided
5. Only staff permitted in the Corn Exchange. No visitor is permitted in the back corridor unless to use toilet.
6. Staff toilets upstairs to only be used by staff. Handbasin and surround to be wiped down after use with anti-bac wipes provided. Toilets to be cleaned twice daily.
7. Customer Service screen to be used by staff when dealing with enquiries at stable door. Surface to be cleaned after use.
8. Desks to be wiped down with antibac wipes before and after use – hand sanitizer to be provided on all desks.
9. Staff to wear masks if meeting face to face with public by appointment unless seated 2m apart.
10. Printer to be wiped down after use with antibac wipes.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise)

Control Measures:

1. All persons are required to take their own food rubbish away

2. Used antibac wipes to be disposed of in bins with liners.

Hazard : Hallway Potential risk or transfer of virus on account of close contact with other persons

Control Measures:

1. Furniture layout is positioned to allow adequate distancing
2. Hand sanitiser is provided
3. Persons advised to avoid physical contact with anyone outside their own household.
4. All persons instructed to follow Govt advice and maintain a 2m separation distance, or as per government guidelines at the time.

Hazard : Close contact Persons attending the museum may be at risk of exposure to other people who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Controls on access and egress to building.
2. All persons intending to access the building must first advise staff of the time and date of intended access
3. One way systems are implemented (where applicable) to allow for free movement allowing social distancing if more than one person attending
4. Physical contact, such as handshakes, hugs, pat on the back etc is to be avoided
5. Persons instructed to avoid close face-to-face contact or touching other people outside their household and follow the 2m social distancing rule

Hazard : Cleaning & hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes have significantly increased and the frequency of cleaning hard surfaces (floors, handrails, door handles, stair lift, building equipment buttons, switches etc). Contract cleaning staff resource has been increased in line with the increased cleaning regime
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff
3. All persons are required to report anything contaminated or spilt that requires cleaning.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.

Hazard : Personal Hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection

Control Measures:

1. The importance of good personal hygiene has been explained to all persons attending by the responsible person. Particularly the need for regular thorough hand washing/sanitizing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

2. All persons are reminded to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided
3. Any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Alcohol gel hand sanitiser spillages are to be cleaned up immediately and area dried off.
5. People are to avoid inhaling the vapours from the alcohol hand sanitiser as this may cause dizziness or drowsiness
6. People with a diagnosed skin condition are advised not to use the alcohol hand sanitiser as this may exacerbate their condition.
7. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.
8. As the alcohol based hand sanitiser falls under a COSHH item. People who use this to disinfect their hands are not to touch their face until the sanitiser dries out due to irritation risk if it goes into eyes
9. Free standing hand sanitisers will be in place at access points

Hazard : First Aid Provision Lack of first aid provision leading to injury, further injury or prolonged pain

Control Measures:

1. Trained emergency first aid at work and first aid at work
2. All first aiders provided with face guards to reduce risk of cross-contamination
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.

Documents Associated with this Risk Assessment:

Review Date : 17/05/2021

Reviewer : Vanessa Ricketts