

Risk assessment

Company name: Ecclesfield Parish Council

Assessment carried out by: Julie
Allsop (reviewed by Andrew Towlerton)

Date of next review:

Quarterly

Date assessment was carried out: February 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID-19 virus - returning to work	All staff	New Risk	From 24 February, all existing Covid 19 measures are lifted. Workers will not be legally obliged to tell their employers when they are required to self-isolate. Employers and workers should follow Government guidance for those with COVID-19. Any Ecclesfield Parish Council staff member who think they may have Covid or have tested positive, will be expected stay home and work from home for 5 days if well enough.	Clerk	Feb 2022	Feb 2022

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	All staff	New risk	Address specific risks for staff who are clinically extremely vulnerable and have been advised to shield that they are strongly advised by HM Government not to work and that the Parish Council takes the view they cannot work safely and will remain at home on full pay.	Clerk – none of our staff are in this category	N/A	N/A
COVID-19 virus - returning to work	All staff	New risk	Address specific risks for staff who are clinically vulnerable i.e. over 70 for who Government advice is that they should take extra care and work from home and where they cannot, must maintain 2 metres of social distancing. The Parish Council's clear preference is that they should remain at home on full pay however if a member of staff chooses to work then their tasks are to be reviewed to minimise contact risks ensuring absolute adherence to all measures aimed at mitigating risk	Clerk – No none of our staff are in this category	N/A	N/A
COVID-19 virus – workspace: Offices/Community Room	All staff and visitors (including Councillors)	Community Room and offices are already cleaned weekly with general cleaning	A thorough clean and additionally to sanitise before a general return to work ensuring 'touch points' are sanitised e.g. alarm buttons, door lock area, handles, door frames, chair backs & arms, work	Cleaner	October 2020	Yes & ongoing 9 Jan 2021

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		materials. The Community Room and Council Offices	ledges, kitchen area, cups, cutlery etc. Chambers room now being used for small meetings from 17 th May 2021			May 2021 July 2021 Nov 2021 Dec 2021 Jan 2022 Feb 22
	All staff and visitors (including Councillors)	Community Room and offices are already cleaned weekly with general cleaning materials	Offices and Chambers cleaned regularly. (Community Room is closed until refurbishment has been completed)	Cleaner	October 2020	Yes & ongoing Jan 2021 May 2021 July 2021 Nov 2021 Dec 2021 Jan 22 Feb 22

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COVID-19 virus – workspace: Community Room and offices	All staff and visitors (including Councillors)	Wipes and cleaning products are supplied	Ensure appropriate cleaning and sanitising methods and materials using disposable clothes and wipes	Cleaner	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22
	All staff and visitors (including Councillors)		Hand Sanitiser on top of table at the entrance to the building.	Clerk/Cleaner	Feb 2022	Feb 22
COVID-19 virus – workspace: Community Room and offices	All staff and visitors (including Councillors)		With all measures now lifted, Staff, Councillors and visitors should continue to consider the risks of close contact with others, particularly if clinically vulnerable or not fully vaccinated.	Clerk/Admin Assistant	Feb 2022	Feb 22
	All staff and visitors		QR Codes no longer needed to be scanned by visitors to the Offices. All	Clerk/Admin Assistant	Feb 2022	Feb 22

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	(including Councillors)		signage to remind people about social distancing etc now removed.			
	All staff and visitors (including Councillors)		Visitors to wear face coverings if they wish to do so.	Clerk	Feb 2022	Feb 22
	All staff and visitors (including Councillors)	Linen towels and tea towels	Provision of dispensers and paper hand towels in all toilets and the kitchen and a waste box in each	Clerk/Cleaner	October 20	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22
COVID-19 virus – workspace: Community Room	All staff	Doors and windows can be opened	Windows to be opened to ventilate but not for access to the Community Room (Community closed March 2020)	All staff	October 2020	Yes & ongoing Jan 21

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						May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22
COVID-19 virus – work equipment	All staff	Routine cleaning and maintenance	Wherever possible no sharing of equipment	All staff	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID-19 virus – work equipment	All staff	Routine cleaning and maintenance	All equipment handles to be sanitised after use	All staff/Cleaner	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22
	All staff	Routine cleaning materials in use	Disposable cleaning materials to be used where possible disposed of into an external waste bin at the end of the workday	Cleaner	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21

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						Jan 22 Feb 22
	All staff		All members of staff can work flexibly, either from home or from the office.	Clerk to all staff and Parish Councillors for Clerk	Feb 2022	Feb 22
COVID-19 virus – work equipment	All staff	Home working promoting	Ensure that all staff have access to equipment to enable them to work from home.	Clerk/Council	End of October 2020	Yes ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22

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COVID-19 virus – workspace: Social Distancing	All staff and visitors (including Councillors)		Ecclesfield Parish Council Offices open to the members of the public.	Responsible person (Admin Assistant)	Feb 2022	Feb 22
	All staff and visitors (including Councillors)		Staff to keep the door locked to prevent access whilst ensuring they can leave easily in the case of an emergency.	All staff	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22
	All staff		Staff to continue to be mindful of personal space. Most staff have had the booster vaccination.	All staff	Feb 2022	Feb 22

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COVID-19 virus – workspace: Social Distancing	All staff		The Parish Council continue to monitor the number of people attending the Chambers.	All staff and Councillors The Clerk/ Admin Assistant	Clerk	Feb 22
	All staff		No sharing of snacks, please bring your own, make your own drinks.	All staff	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22
	All staff	All tasks to be single handed unless a 2-metre distance between staff can be guaranteed.	Staff, Councillors and visitors should continue to consider the risks of close contact with others, particularly if clinically vulnerable or not fully vaccinated.	All staff and Councillors	October 2020	Yes & ongoing Jan 21 May 21

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
						July 21 Nov 21 Dec 21 Jan 22 Feb 22
COVID-19 virus – workspace: Social Distancing	Cleaner	Community Room remains closed and access to the Council Offices restricted	Minimise external cleaning to essential health & safety of sanitising touch points to minimise contact with the public	Clerk/Cleaner	October 2020	Yes & ongoing Jan 21 May 21 July 21 Nov 21 Dec 21 Jan 22 Feb 22

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COVID-19 virus – workspace: Social Distancing		<p>Community Room remains closed and access to the Council Offices restricted.</p> <p>Government guidelines state as of 7th May 2021 All Council meetings must be face to face.</p> <p>As of February 22, YLCA guidance states that Committee meetings must now be face to face.</p>	<p>Full Council meetings to take place in a room with space for those in attendance- (Newton Chambers Hall – Chapeltown, Miners Welfare Hall, High Green) if Council Offices not suitable. Attendance of the public will no longer need to be monitored. All committee meetings will now be held in Chambers.</p> <p>Individuals can still reduce the risk of catching and passing on COVID-19 by:</p> <p>Wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high; Trying to stay at home if you are unwell; Taking a test if you have COVID-19 symptoms and staying at home and avoiding contact with other people if you test positive.</p>	Clerk and Councillors	Feb 2022	Feb 22
COVID-19 virus – workspace: Social Distancing	All staff and	Regular reports to members	The Clerk to notify Councillors informing of the new actions.	Clerk	October 2020	Yes & ongoing Jan 21 May 21

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						July 21 Nov 21 Dec 21 Jan 22 Feb 22
	All Staff	Maintenance visitors by appointment	Maintenance visitors are still to be made by appointment only.	Clerk/All staff	Feb 2022	Feb 22
	Handypersons	Social distancing and work restricted to that in Community Room and Council Offices	All restrictions lifted. Number of contractors to be kept to a minimum due to space available in the Offices. Community Room to re-open Spring 2022	Clerk/Handyper son	Feb 2022	Feb 22
COVID-19 virus – Opening the Chamber for use	Parish Councillors & Clerk. Members of the public	Limit of maximum of people who can safely use it. Routine cleaning materials and extra cleaning in place, social distancing	Chambers can hold Committee meetings and other smaller meetings. Windows to be open to provide ventilation. Include a reminder that anyone feeling unwell and displaying symptoms of COVID must not attend.	Clerk	October 2020 October 2020	Yes May 21 Yes and

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		<p>signs in place, hand hygiene signs in place, hand sanitiser provided plus signage to use it</p> <p>Members of the public attending must advise the Council beforehand and sign in to ensure maximum numbers are not exceeded</p>	<p>Face coverings no longer required by law.</p> <p>Tables and chairs, touch points and toilet facilities to be cleaned before next use if used more than once during the day.</p> <p>Members of the public no longer to book a place in any Council meetings.</p>	<p>Cleaner</p> <p>Staff/Clerk</p>	<p>Feb 2022</p>	<p>ongoing Jan 21 , May 21, July 21 Nov 21 Dec 21 Jan 22 Feb 22</p>
	<p>All staff</p>	<p>Task appropriate PPE is already provided</p>	<p>Provision of disposable gloves for general use to assist with hand hygiene when needed.</p>	<p>All staff</p>	<p>October 2020</p>	<p>Yes Jan 21 May 21 July 21</p>

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						Nov 21 Dec 21 Jan 22 Feb 22
	All staff	Facilities to wash and sanitise hands are already provided in the Community Room	Provision of personal small bottles of hand sanitiser and antibacterial wipes to assist with hand hygiene whilst off site	Clerk/All staff to carry for use	October 2020	Yes Jan 21 May 21, July 21 Nov 21 Dec 21 Jan 22 Feb 22
Government advice is that additional PPE beyond that normally worn is not beneficial in managing risks associated with	All staff		Consider the offer of disposable face masks with government guidance on their use: - wash/sanitise hands before putting mask on - mask to cover mouth & nose fully	Clerk	October 2020	July 21 Nov 21 Dec 21

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COVID outside of a clinical setting it is therefore not promoted as part of this risk assessment for employees			<ul style="list-style-type: none"> - do not touch the mask - change mask if it becomes damp - continue to wash hand regularly - continue with social distancing Face coverings are now a personal choice, but individuals can wear one to help prevent transmission.			
As of 24 th February 22, all remaining Covid 19 restrictions have been lifted	All staff	Following guidelines for COVID secure workspaces and premises	Employers and businesses have also taken significant steps over the pandemic to mitigate the risks of COVID-19 within their settings. The Government has lifted the majority of legal requirements on businesses and continues to provide 'Working Safely' guidance setting out the steps that employers can take to reduce risk in their workplaces.	All staff/Councillors	Feb 2022	Feb 22
Stress	All staff could be impacted due to concern about the increase risk of infection by coming to work	Staff understand what their duties and responsibilities are.	Staff understand how we can be flexible in their role to minimise risk and can talk to the Clerk or Chair of the Parish Council/Staffing Committee if they are feeling uneasy about things at work.	All staff/Clerk	October 2020	Yes, part of COVID and ongoing Jan 21

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						May 21 – staff taking regular covid tests Ongoing July 21 Nov 21 Dec 2021 Jan 22 Feb 22
Stress	All staff	Staff have access to line management	Weekly staff meetings to continue for staff and the Clerk for work updates and any worries they may have.	Clerk/Staffing Committee	October 2020	Yes ongoing Jan 21 May 21 July 21 Nov 21

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						Dec 21 Jan 22 Feb 22
Covid 19	All staff/Councillors		As from 24 th February 2022, there is no legal requirement for anyone who has tested positive to self isolate. Those who test positive should stay at home and avoid contact with other people. As of 1 st April 2022, free tests will no longer be available on the NHS.			
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