

COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.

This is a Risk Assessment specific to The West Bedlington Town Councils Office for reducing the risk of COVID-19 transmission. It is not intended or likely to cover all scenarios and it may be necessary to add to this list. The risk assessment MUST be read in conjunction with

- **Bedlington Community Centre – Covid 19 Risk Assessment**
- **West Bedlington Town Council – General Workplace Risk Assessment**
- **ALL NOTICES displayed within the Council Office and Community Centre to cover as many of these controls as possible.**

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WEST BEDLINGTON TOWN COUNCIL – OFFICE SPECIFIC RISK ASSESSMENT

What are the hazards?	Who might be harmed	Controls Required	Additional Controls Specific to The Office	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • 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. 	<p><u>Track and Trace</u></p> <p>All visitors MUST sign in and provide their contact details.</p> <p><u>Hand Washing</u></p> <p>Gel sanitisers in office – for all staff and visitors.</p> <p><u>Cleaning</u></p> <p>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.</p> <p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot)</p>	<p>An attendance register to be completed every day and everybody who visits the office to have their contact details completed.</p> <p>All visitors to be requested to use the Gel sanitiser available upon entering the office.</p> <p>Signs displayed prominently in office as a constant reminder.</p> <p>All personal equipment and frequently touched surfaces should be sanitised both before and after visits.</p> <p>A maximum of 3 (three) people admitted to the Council office at any one time.</p> <p>Seating to be arranged in a way that occupants maintain the 2-meter gap.</p>	<p>ALL RISKS</p> <p>Town Clerk</p>	<p>ALL</p> <p>Every Meeting / Visit in The Office.</p>	

WEST BEDLINGTON TOWN COUNCIL – OFFICE SPECIFIC RISK ASSESSMENT

		<p>gap recommended by the Public Health Agency.</p> <p><u>Ventilation</u> Ensure the office is adequately ventilated whilst occupied.</p> <p><u>Symptoms of Covid-19</u> If anyone displays signs of been unwell with a new continuous cough or a high temperature (or other known Covid-19 symptoms).</p> <p><u>Exit from the Office</u></p>	<p>Face masks must be worn by everyone for everyone’s protection.</p> <p>Either the outside door or windows (or both) to be opened during meetings to ensure there is an adequate movement of fresh air.</p> <p>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, including making an appointment for a covid-19 test.</p> <p>Public Health Authority should contact the Council through the Track and Trace system following any positive test results.</p> <p>All Councillors will be notified immediately, and a decision taken whether it is safe to meet others in the office for the foreseeable future.</p> <p>Visitors MUST adhere to the Community Centre Risk Assessment for movement around the building and the approved Exit procedure.</p>			
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