

Skegness Town Council Covid-19 workplace risk assessment for Tower Gardens Pavilion (excluding the Café and Hall).

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Reviewed 13th October 2020. Version 2. Current risk level is Medium, this risk assessment will need further review if the risk level changes.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically 	<p>Access Control</p> <ul style="list-style-type: none"> • Building open to the public, office reception with glass screen. • 2-3 people working in the office with working from home when appropriate. • Staff to wear a mask in all public areas of the building. • Councillors are asked to wear masks when visiting the office. • Only 1 person permitted to work from the small meeting room at any one time. • Visitors asked to wear masks with the exception of café seating. • All visitors should be made aware of the containment 	<p>Employees and visitors 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 when entering or leaving the building. 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. Workplace signs in place. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme (e.g. to detect dermatitis)</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public</p>	Town Clerk/Dep Town Clerk and all Supervisors	18/05/20 Ongoing	Yes Ongoing task to remind staff.

	<p>comes in contact with you in relation to your business</p>	<p>controls (e.g. hand washing on entering the building)</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place next to main entrance. All those entering building must wash hands here before proceeding. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels which are provided in the first toilet. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not 	<p>health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Facilities are cleaned and replenished on a regular basis.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it and that all staff are empowered to remind each other and visitors. Management checks to ensure this is adhered to.</p> <p>Sanitizer available at the main entrance, community hall, outside toilets and in the office.</p>	<p>Signs to be put up by Dep Town Clerk and provided to line managers</p> <p>Town Clerk/Dep Town Clerk/Caretakers</p> <p>Town Clerk/Dep Town Clerk</p> <p>All staff.</p> <p>Town Clerk/Dep Town Clerk</p>	<p>18/05/20</p> <p>18/05/20 ongoing task</p> <p>18/05/20 ongoing task</p> <p>18/05/20 ongoing task.</p> <p>03/07/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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