

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

Covid-19 is a 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 1st March 2021. Version 3. Reviewed in line with the Government's roadmap out of lockdown restrictions. Due for further review on 21/06/21 or when stage 4 is reached.

Office is currently closed and will re-open on 12/04/21 with the below restrictions in place. These restrictions will be reviewed on 21/06/2 or when stage 4 of the government's roadmap is reached.

Reviewed 11th August 2021 as restrictions are lifted and the country is in stage 4 of the roadmap.

	<p>your business</p>	<ul style="list-style-type: none"> • 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 readily available(e.g. café area and hall) <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using</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>Facilities are cleaned and replenished on a regular basis.</p> <p>Staff to be reminded of the risks and manage them as appropriate.</p> <p>Sanitizer available at the main entrance, community hall, outside toilets and in the office.</p>	<p>line managers</p> <p>Caretaker/all staff</p> <p>All staff.</p> <p>Town Clerk/Dep Town Clerk</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>appropriate cleaning products and methods. Each person to be responsible for wiping down their own equipment (e.g. desks, PCs, pens etc) Those needing to clean after others will have access to disposable gloves for the cleaning period, they should then dispose of the gloves and wash their own hands.</p> <p>Social Distancing Social Distancing is advised where possible.</p> <p>Toilets Toilets and handwashing facilities are available for staff and visitors.</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Video Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Regular toilet checks and cleaning in place.</p> <p>Gloves are recommended when handling cash from emptying the car park machine/café and any other</p>	<p>Town Clerk/Dep Town Clerk</p> <p>Caretaker/ Café Staff</p> <p>All staff</p>	<p>18/05/20 ongoing review needed.</p> <p>Ongoing.</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
--	--	--	--	---	----------------------------------

		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>All staff members showing symptoms of Coronavirus will be advised to get a test. If this proves positive all staff members that have been in contact with that person will be advised to get tested.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. List of support agencies and charities provided for staff.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	---	--	--	--	--