

# Coronavirus (COVID-19) Risk Assessment for Kingsbridge Town Council

Assessed by: Martin Johnson, Town Clerk

Review: Weekly (latest assessment 25 March 2021)

Activity/Risk	Risk Level	People at risk	Control	Risk level after control	Further comments
Lack of social distancing – potential exposure to Covid-19	Unacceptable	Staff Councillors Tenants Visitors Wedding parties	<p>Social distancing measures to be put in place to comply with 2m rule</p> <p>Signage at the main door and repeaters throughout the public areas</p> <p>Only one person in kitchens, corridors and stairs at any one time</p> <p>Face-to-face/hybrid council and committee meetings held in the Council Chamber suspended and to be held remotely</p>	Acceptable	<p>Procedures reviewed to comply with Lockdown 3 from 5 January 2021 (National Lockdown: Stay At Home). Read Procedures at the foot of this Risk Assessment.</p> <p>Procedures for Quay House listed at the base of this report</p> <p>Risk Assessments and Procedures adopted by the Policy Committee 30 June 2020 and agreed for Quay House re-opening on Monday 6 July 2020 for:</p>

			<p>via Zoom video conferencing</p> <p>Maximum 12 persons in the Council Chamber (2m) with nil face masks (suspended from 5 January 2021)</p> <p>Maximum 16 persons in the Council Chamber (1m plus) with availability of face masks (suspended from 5 January 2021)</p> <p>People informed not to enter Quay House if they or anyone in their household has Covid-19 symptoms</p> <p>Information positioned on stands in the external porch</p>		<ul style="list-style-type: none"> <li>• Reception</li> <li>• Meetings in the Council Chamber</li> <li>• Tenants</li> <li>• Weddings</li> <li>• Potential outreach work but nil casual room hire until further notice (suspended from 5 January 2021)</li> </ul> <p>Risk assessments reviewed to comply with MHCLG's Covid-19 guidance for the safe use of council buildings updated 25 March 2021</p> <p>Procedures reviewed to comply with NHS Track &amp; Trace registration</p>
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			during working hours 0930-1300 to communicate Council Office routines		with effect from 24 September 2020
Lack of cleaning – potential exposure to Covid-19	Unacceptable	Staff Councillors Tenants Visitors Wedding parties	Reception & Town Clerk's offices, Council Chamber, corridors, stairs, toilets and kitchens to be thoroughly cleaned weekly every Wednesday (all council & committee meetings held on Tuesday evenings)	Acceptable	Meeting rooms 3 & 7 to be cleaned on an 'as required' basis  Anti-bacterial sanitiser available for cleaning door handles, tables, chairs, stairwell handrails etc.
Lack of hand washing – potential exposure to Covid-19	Unacceptable	Staff Councillors Tenants Visitors Wedding parties	Staff & councillors to wash hands frequently in the ground floor toilets  Tenants to wash hands frequently in the 2 <sup>nd</sup> floor toilets  Hand sanitiser gel at the main door for all visitors with signage	Acceptable	Stock of hand gel available on entry to Quay House and in all public rooms

			Hand sanitiser gel in the Council Chamber for meetings		
Lack of emergency routine – potential exposure to Covid-19	Unacceptable	Staff Councillors Tenants	Any person to immediately notify the Town Clerk if they or anyone in their household begins to suffer from Covid-19 symptoms  They must stay at home and follow government advice	Acceptable	
Lack of face masks – potential exposure to Covid-19	Unacceptable	Staff Councillors Tenants Visitors Wedding parties	Stock of face masks available – supply of clean cloth facemasks offered on entrance to building for retention  Staff are not required to wear face masks for protection however, government advice is to be monitored	Acceptable	Stock of handmade face masks produced by Cllr Edmonds available from Reception staff  Also available for meetings
Wearing of gloves – potential	Not applicable	Staff Councillors	The wearing of gloves is not	Acceptable	Not applicable

exposure to Covid-19		Tenants Visitors Wedding parties	deemed to be necessary within office environments  However, Staff may wear gloves if they wished		
Mental Health	Variable	Staff Councillors	Promotion of self-care and wellbeing during the pandemic, and to whatever support is possible  Staff and Councillors to maintain very regular contact	Acceptable	Councillor WhatsApp group formed  Weekly staff meetings held on Monday mornings

**New/additional procedures for Quay House**

**IMPORTANT UPDATE 5 JANUARY 2021**

**Government rules and restrictions issued for National Lockdown: Stay at Home**

**The front door of the Council Offices will be locked however, Staff will be working inside the Council Offices (deemed to be government essential workers) and can still assist Kingsbridge residents who should follow instructions positioned in the external porch. Thank you.**

**From Monday 6 July 2020 (latest update 26 October 2020): **Suspended from 5 January 2021****

1. Re-opening the Reception Office public information service 9.30 a.m. to 1.00 p.m. Monday to Friday:

- Front door to remain open to allow visibility of the entrance hallway from the porch and vice versa.
  - Signage to be in place reporting one person only to enter at any one time and for that person to leave before another enters with queuing/social distancing to be observed externally. Bespoke signage and floor stickers to be positioned.
  - Desk to be positioned at the end of the hallway to act twofold: as a desk for Staff and as a barrier to prevent entry to the rest of the building to members of public.
  - Toilets out-of-bounds for public use.
  - Hand sanitiser gel to be available at the front door with signage.
  - Staff to remain working in the Reception office itself with a notice for members of public to alert Staff.
2. Re-covering full council and committee meetings in the Council Chamber including provision for public open forums:
- Seating to be spaced 2m apart or minimum 1m plus with facemasks available.
  - Hand sanitiser gel to be available.
  - Doors and windows to be opened to allow air to circulate.
  - Remote access to also be available for Members and DCC, SHDC, Police and Press representatives.
  - Members of public to be invited to contact the Town Clerk a day prior to a meeting if they wished to make comments during the Public Open Forum.
  - If meetings have agenda items which are likely to gain much public interest then meetings are to be convened at either the Market Hall or St Edmonds Church.
  - Names of public attendees to be recorded to comply with NHS Track & Trace registration effective from 24 September 2020 with QR Code available.
3. Return of tenants in Room 8 (Kingsbridge Websites), Room 9 (Kingsbridge & Saltstone Caring), Rooms 4/10/12 (Start Point Finance) and Rear Hall (TQ7 Hairdressing):
- All tenants contacted and verbally briefed by the Town Clerk or Reception Staff during week beginning 29 June to advise that they could return to Quay House from Monday 6 July.
  - Tenants to receive KTC's Covid-19 Risk Assessment and new/additional procedures.
  - KTC has responsibilities as a Landlord regarding the public areas of the building and an assurance from tenants will be required that they do not have Covid-19 symptoms and that they can observe social distancing in their offices as best possible.

- Tenants to be advised that visitors should be kept to a minimum with remote/telephone/face-to-face social distancing meetings to be held externally as best possible.
  - If it is crucial for a visitor to meet a tenant at Quay House then they must be met in the hallway to be escorted in/out of the building.
4. Re-use of the Council Chamber for weddings:
- Social distancing, one person on the stairwell and hand sanitiser to be observed and managed by DCC Registrars given Staff are unlikely to be present.
  - For 2 metre social distancing the maximum number of people permitted in the Council Chamber is 12 in total: 2 Registrars, 2 persons to be married, maximum of 8 guests including witnesses.
  - Registrars have agreed potential 1 metre plus rules are not suitable for ceremonies.
5. Re-use of the Council Chamber/Room 7 (DCC Social Services), Rooms 3/7 (South Hams Citizens Advice) and casual room hire e.g. local groups:
- To be discussed with DCC and Citizens Advice outreach service.
  - Citizens Advice outreach service likely to return in November 2020 via use of Room 3 used as a 'video booth'.
  - Nil casual room hire until further notice except Room 3 (ground floor) on Fridays.