

## **REVISED COVID19 RISK ASSESSMENT**

**This Risk assessment has been conducted specifically for Frodsham Town Council with reference to its staff, Councillors, and activities including public events. The Town Council accepts no liability whatsoever should any other person or body choose to utilise the information contained herein for their own purposes. You are strongly advised to consult Government websites for advice on coronavirus and conduct your own risk assessment pertinent for your own**

### **1.0 Introduction**

- 1.1. The Council as an Employer and provider of public services has a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. It must also ensure that members of the public are able to engage in any Council activities and services in a similar manner
- 1.2. In the context of COVID-19 this means working through these steps in order:
  - Increasing the frequency of handwashing and surface cleaning.
  - Making every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
  - Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff and members of the public
- 1.3. People at moderate risk from coronavirus have been defined by the Government to include people who:
  - are 70 or older
  - are pregnant
  - have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
  - have heart disease (such as heart failure)
  - have diabetes
  - have chronic kidney disease
  - have liver disease (such as hepatitis)
  - have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
  - have a condition that means they have a high risk of getting infections
  - are taking medicine that can affect the immune system (such as low doses of steroids)
  - are very obese (a BMI of 40 or above)
- 1.4. The Council approved a Risk Assessment at its last meeting 18<sup>th</sup> March 2020. The information contained in the Risk Assessment is still valid and will be used to underpin the revisions to the original risk assessment.

### **2.0 Additional Sources of Information**

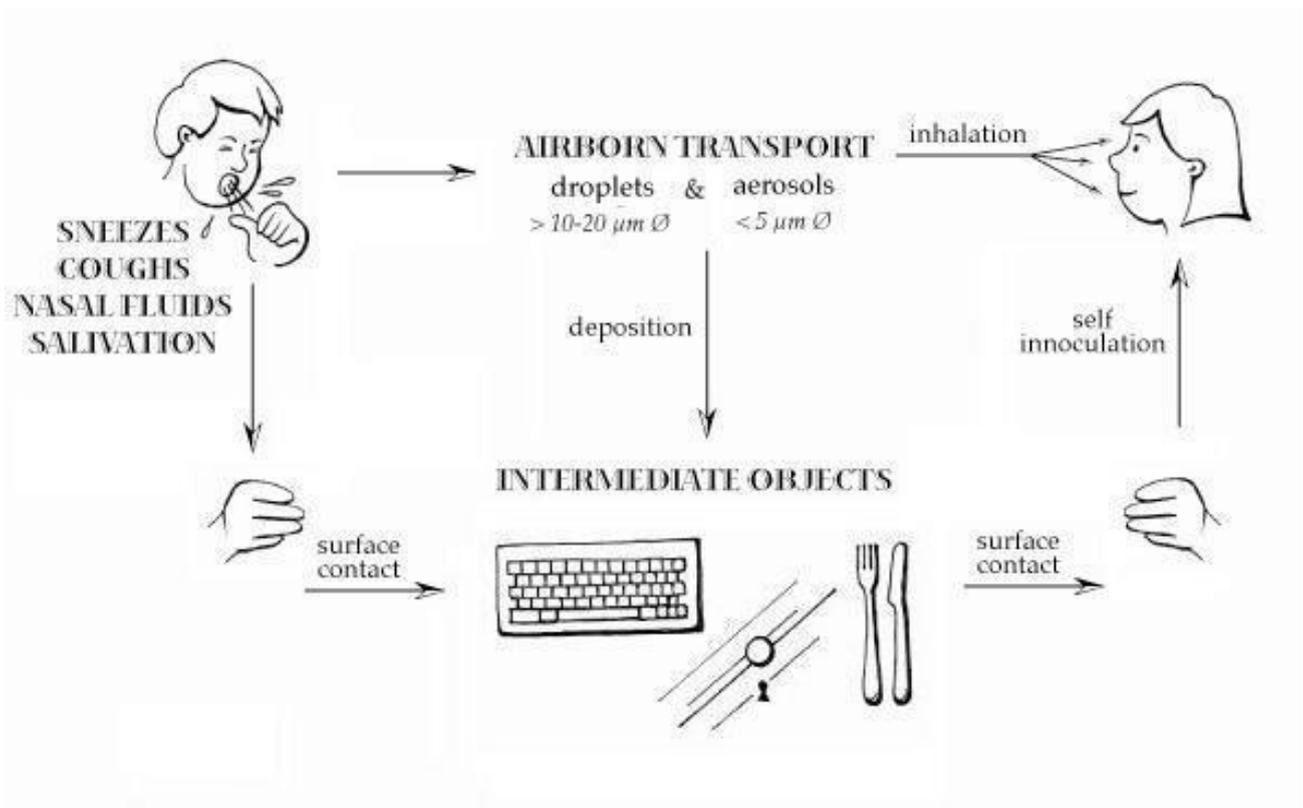
- 2.1. The Town Council will be acting on updated information and guidance available from the following sources to which all Councillors, staff and members of the public will be signposted.

2.2. Information can be sourced as follows:

- (a) [Coronavirus – UK Government Response](#)
- (b) **General information to the public from UK Government**  
[Stay alert and safe: social distancing guidance for everyone](#)  
[Stay alert: what you can and cannot do](#)  
[How to stay safe outside your home](#)
- (c) **Information for Employers, Employees and Businesses**  
[How to make your workplace secure](#)  
[Construction and other outdoor work](#)  
[Offices and contact centres](#)  
[Vehicles](#)
- (d) **Information from NHS**  
[NHS Overview, symptoms and advice](#)
- (e) **Government Action Plan**  
[Our plan to rebuild: The UK Government’s COVID-19 recovery strategy](#)
- (f) [Independent SAGE Report](#)

### 3.0 Key facts underpinning the risk assessment

3.1. There has been no change to the main transmission routes which remain as follows:



The key to managing the risk of contracting the virus remains to limit the opportunities for spread/transmission by the various routes.

- 3.2. There is no change to the Data available that the virus can survive in the air for at least 3 hours, on cardboard for 24 hours and on hard surfaces (e.g. stainless steel, melamine etc) for up to 72 hours, possibly longer. In respect of infection by close contact, advice is to limit contact to no more than 15 minutes and to stand more than 2m distance.
- 3.3. The key risk of exposure in respect of the Council's activities and personnel is therefore still from pre-symptomatic/asymptomatic staff, Councillors or members of the public having contracted the virus and subsequently attending Council activities and thereby transmitting the virus to others.
- 3.4. Even though the UK is clearly starting on the downwards slope of the curve, currently there is still a level of new infections/deaths that suggest the virus is still being transmitted via the community as well as care homes/hospitals.
- 3.5. There appears to be an assumption that like flu, the infection rate will be low in the summer because the virus prefers cold temperatures and increased humidity. There is no data to support that coronavirus behaves in a similar way to flu in respect of why flu is prevalent during the winter months.
- 3.6. There is still no data as to whether antibodies confer immunity to re-infection or for how long. A vaccine is still months away.
- 3.7. The Town Council cannot determine or control what people do away from the workplace. With the easing of lockdown restrictions and children returning to school then the risk of a member of staff (or Councillor/member of the public) bringing the infection into work from their household is now going to increase compared to what it has been recently during lockdown.
- 3.8. It cannot be emphasised enough that the use of surgical masks or facecloths does not protect the wearer, although it may help to reduce the risk of infecting another person

#### **4.0 Reducing the Risk of Infection**

- 4.1. The methods adopted by the Council to minimise the risk of infection remain the same:
  - a) Staff/Councillors/Members of the Public must maintain social distancing – keeping >2m apart at all times from each other. Councillors should attend the office by appointment and the offices are currently closed to members of the public.
  - b) Staff working in the office should do so singly and if two need to attend the office at the same time then social distancing must be observed. A screen has been erected between the Clerk's desk and Admin Officer's desk. A separate phone line has been installed to prevent members of staff from having to share one phone. Hand sanitiser and alcohol spray is available in the Town Council office and hand sanitiser and towels will be supplied by CWAC and installed on the landing. This must be used before entering the office and on exiting the office.
  - c) Regular reminders in respect of basic hygiene ref: sneezes/coughs, being alert to touching face and regular washing of hands for 20 seconds
  - d) Use of gloves for any transactions between two parties, processing donated items or when needing to touch high touch-point areas (e.g. doors/Gates/play equipment)
  - e) Use of alcohol wipes or 70% alcohol to decontaminate hard surfaces (when disinfectant which needs minimum contact times cannot be used and left on the surface before rinsing)
  - f) Once children return to school then affected staff will need to be reassessed in respect of additional risk, their current duties and any additional PPE/precautions that may be

required by colleagues in light of pre-existing conditions

### **RECOMMENDATIONS**

- (i) To approve the risk assessment**
- (ii) That working from home remains in place wherever possible**
- (iii) That all staff/Councillors must speak directly with the Town Clerk as soon as they are self-isolating or off sick as this will impact the risk assessment.**