

Company/Client/Department	Trowbridge Town Council – Finance and HR Departments
Date:	07/09/2020
Work Area / Activity / Task:	HOS Office and Finance Office

ASSESSMENT OF HAZARD / RISK (assume no controls in place)							ASSESSMENT OF CONTROLS AND ACTION PLAN					
No	Hazards Identified	Per-sons at Risk	What Harm Might Befall	Poten-tial Sever-ity	Likeli-hood / Prob-ability	Risk Rating	Controls in Place	Further Action Required	Action By	Due Date	Date Done	Residual Risk After Controls In Place
1	Transmitting of COVID-19 through airborne particles	E	Catching/transmitting of COVID-19	4	5	20	<p>From 24/09/2020 access to the office will only be for work that cannot be done at home. Staff must plan their workload effectively to ensure access to the office is kept to the shortest amount of time as possible.</p> <p>Working Bubbles will remain in place: Access to the office will be Bubble A on a Monday and Tuesday and Bubble B on a Thursday and Friday.</p> <p>The office will now be closed on a Wednesday.</p> <p>Staff are encouraged to work in the office for either a morning or afternoon session, thereby avoiding accessing the town on their lunch break.</p> <p>If essential finance work dictates that The HOS or a member of the finance team is required to work at the office on a bubble day that is not assigned to them, or on a Wednesday, they are to approve this with their HOS. She will ensure no other bubble will work</p>	To make sure all staff follow the procedures and maintain social distancing.	HOS	NA	NA	4 x 2 = 8

						20	<p>on the same day with them, they will not access any other office in the building and will continue to maintain strict social distancing.</p> <p>No more than three members of the team are in the finance office at any one time. No more than two are in HOSs office at any one time.</p> <p>Staff are seated in excess of 1 metre apart. No other staff will be permitted to enter the finance office, other than those working in that department. If any employees require items of stationary, they are required to email Varsha; she will check supplies and let you know when they are ready to collect from the cabinet outside the finance office.</p> <p>Masks are to be worn when entering the building and when other people who not in their bubble are present, but they are not expected to be worn in the office. Masks are available in the finance and HOS office and also the TIC, should one be forgotten.</p> <p>Follow / adhere to one-way system in place and wear face mask when leaving the building.</p>					
2	Transmitting of COVID-19 through touching surfaces in the building.	E	Catching/transmitting of COVID-19	4	5	20	<p>A post box has been installed outside the finance office. All post, invoices & any correspondence addressed to HOS, or any of the finance staff, are to be deposited daily in this post box by the information team and all other staff.</p> <p>At the end of each day, the post box with be wiped down by the finance team with anti-bacterial spray.</p>	<p>To ensure clear signage is on display</p> <p>To make sure everyone follows these procedures and reports straight away if hand sanitiser or anti-bacterial spray / wipes are running low.</p> <p>To ensure clear signage is on display</p>	HOS	NA	NA	4 x 2 = 8

							<p>Hand sanitiser must be made available and must be used when entering and leaving the finance office. Signage is in place to make all staff aware.</p> <p>The printer located outside Juliet's office is to be used by finance, HR and facilities department only. Hand sanitizer and antibacterial wipes are provided at this station.</p> <p>Staff are required to wipe down the printer before and after use, cleaning all buttons, handles and objects that are touchable.</p> <p>Clear instructions are displayed above the printer to remind users of the actions required before and after use.</p> <p>Hand sanitiser is to be used before accessing files in Finance cabinets. Cabinets to be wiped down with anti-bacterial wipes at the end of each day.</p> <p>The staff room will be opened and locked by the Information team daily. Each member of staff are to make their own beverages in the staff room, to minimise any potential transmission.</p>					
3	Transmitting of COVID-19 through to other people	E	Transmitting of COVID-19	4	5	20	<p>Any employee with symptoms of COVID -19, and/or household members or being in contact with someone with symptoms, is not permitted into the office or building. They must stay home and follow the government guidelines and only return after following the guidelines.</p>	To be alert and aware of who the employee (yourself) comes into contact with outside of the building. To follow government guidelines not just when in the office/building	HOS	NA	NA	4 x 1 = 4
4	Transmitting of COVID-19 through	E	Transmitting of COVID-19	4	5	20	All employees are not to bring in personal items from home with them into the building other than		HOS	NA	NA	4 x 1 = 4

personal items						what they need for that shift.					
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Persons at Risk: E (employee), YP (young person / child), CON (contractor), PREG (pregnant mother), LW (lone worker), DIS (disabled), SN (special needs), PUB (public), VIS (visitor), A (agency)
Potential Severity: 1 (No injury) 2 (Minor) 3 (Moderate) 4 (Major) 5 (Catastrophic)
Likelihood / Probability: 1 (Extremely unlikely) 2 (Unlikely) 3 (Possible) 4 (Likely) 5 (Almost certain)
Risk Rating: 1 – 4 (LOW) 5 – 10 (MEDIUM) 12 – 25 (HIGH)

<p>Risk assessment prepared by: Juliet Weimar Head of Service; Resources and Venues</p>	<p>Date: 22/06/2020</p>	<p>Date of next scheduled review: As required.</p>	<p>Sent to Team for consultation: Yes, on: 22/06/2020 07/09/2020 14/09/2020 24/09/2020 Approved /Accepted by: Lin Goodenough on: 22/06/2020; 07/09/2020; 14/09/2020, 24/09/2020 Varsha Patel-Rickett on: 22/06/2020; 07/09/2020; 14/09/2020, 24/09/2020 Georgia Shanahan on: 22/06/2020; 07/09/2020; 14/09/2020, 24/09/2020 Elle Osborne on: 22/06/2020; 07/09/2020; 14/09/2020, 24/09/2020 Mandy Quick on: 22/06/2020; 07/09/2020; 15/09/2020, 24/09/2020</p>
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<p>Log: Documents Created: Edits:</p>	<p>Date: 22/06/2020 07/09/2020 14/09/2020 24/09/2020</p>	<p>Who: Juliet Weimar Juliet Weimar Juliet Weimar Juliet Weimar</p>	<p>Comments: Changes to procedures for post and general edits Face masks, Wednesday working and general edits Changes to essential work only, and Wednesdays</p>
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