

Company/Client/Department	Trowbridge Town Council
Date:	23/04/2021
Work Area / Activity / Task:	Civic Centre & Longfield Community Centre – WILTSHIRE COUNCIL ELECTIONS

ASSESSMENT OF HAZARD / RISK (assume no controls in place)							ASSESSMENT OF CONTROLS AND ACTION PLAN					
No	Hazards Identified	Persons at Risk	What Harm Might Befall	Potential Severity	Likelihood / Probability	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 PUB	Catching/transmitting of COVID-19	4	5	20	No more staff than is necessary to facilitate safe conduct during the elections are in the Civic at any one time. Strict social distancing measures are in place and signage is clearly visible to remind visitors of the guidelines. Perspex screens have been erected at the Enquiries desk to ensure further safety of staff and customers. All visitors are reminded to wear a face mask when entering the building. Temperature checks will be done at the entrance. Once in the building, visitors should follow signs and instructions and must not linger in the foyer. There is clear signage present throughout the building to remind staff & visitors to keep a safe	Keep in contact with Wiltshire Council to ensure no changes have been made to arrangements. Adjust if needed.	PW	06/05/21	28/04/21	4 x 2 = 8

							<p>distance and use the provided hand sanitiser. Signage is at the entrance to remind visitors not to enter the building if they are experiencing symptoms of Covid-19 or if they have been in contact with anyone who has symptoms. Capacities for the room are not exceeding safety guidelines and must allow for social distancing. A one-way system is in place to enter and exit the building. Wiltshire Council staff and signage will advise on the routes to be taken by each group. Wiltshire council staff will ensure that the public are only allowed into the building when they are instructed to do so. Numbers inside will be limited. NHS track and trace QR codes will be placed at the entrance and visitors are reminded to scan if able.</p>					
2	Transmitting of COVID-19 through touching surfaces in the building.	E PUB	Catching/transmitting of COVID-19	4	5	20	<p>The Civic is thoroughly cleaned daily by contract cleaners. Anti-bacterial sprays are used before and after each session in the Civic paying particular attention to door handles, buttons and objects that are touchable. Large, clear signage is in place to remind staff and visitors of social distancing and hand washing. Toilets will be out of use to the public but one toilet will be allocated for the exclusive use of Wiltshire Council staff. Signage will be in place on the toilet doors to indicate this. Clear reminders are displayed inside for users to wash their hands thoroughly before exiting. All desk surfaces</p>	<p>To make sure Civic staff follow this procedure and report if hand sanitiser or anti-bacterial spray starts to get low. To ensure clear signage is always on view to remind staff of</p>	PW	06/05/21	28/04/21	2 x 4 = 8

							and chairs must be wiped down before and after use. Disinfectant wipes/spray and blue roll will be provided.					
3	Transmitting of COVID-19 through to other people	E PUB	Transmitting of COVID-19	4	5	20	Any visitors or employee with symptoms of COVID -19, and/or household members or being in contact with someone with symptoms, is not permitted into the building. They must stay home and follow the government guidelines. Visitors should scan the NHS Test and Trace QR code on entering the building or sign the attendance sheet.	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.  To report any instances of Covid-19 immediately.	PW	06/05/21	28/04/21	1 x 4 = 4
4	Transmitting of COVID-19 through personal items	E PUB	Transmitting of COVID-19	4	5	20	All visitors or employees are not to bring in personal items from home with them into the building other than what they need for that shift. Signage in place to make public aware that cloakroom areas are not in use. Wiltshire Council will be allocated a 'green room' for their exclusive use for use as a break room. WC staff must bag up ALL trash and remove it from the building when they leave to be disposed of outside in the blue bins at the rear of the Civic building.	All shared spaces including coat and bag hangers are closed off and must continue to not be used.	PW	06/05/21	28/04/21	1 x 4 = 4

**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)

Risk assessment prepared by: Paul Weimar	Date: 23/04/21	Date of next scheduled review: N/A	Contract Supervisor:
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