



**MORETONHAMPSTEAD PARISH COUNCIL  
RISK ASSESSMENT POLICY – COVID 19**



The greatest risk facing the Council is not being able to deliver the activity or services expected by village residents.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable Moretonhampstead Parish Council (MPC) to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the MPC to assess the risks associated with COVID-19 and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

<b>Subject</b>	<b>Risk(s) identified</b>	<b>Level H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Office Work	COVID-19 could be transmitted through touching surfaces, face to face contact	Med	Thorough cleaning of all surfaces, in particular door handles. Limit face to face meetings. Encourage staff, councillors and the public to follow official hand washing advice.	Review as necessary – follow official Government advice.
Spread of Infection	Contracting Corona Virus	Low	Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See Catch it, Bin it, Kill it Put used tissues in the bin straight away Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See hand washing guidance Try to avoid close contact with people who are unwell Clean and disinfect frequently touched objects and surfaces Do not touch your eyes, nose or mouth if your hands are not clean	Review as necessary – follow official Government advice.
An employee suspects they have been infected with COVID-19	Could infect people around them	High	The unwell person should be removed to an area which is at least 2 metres away from other people. Ring NHS 111. They should avoid touching people, surfaces and objects and	Review as necessary – follow official Government advice.

			<p>be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>Self-isolate for 14 days.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	
Handling post/packages from affected areas		Low	There is no perceived increase in risk for handling post or freight from specified areas.	Review as necessary – follow official Government advice.
Council Meetings	COVID-19 could be transmitted through touching surfaces, face to face contact	Med	Thorough cleaning of all surfaces, in particular door handles. Limit face to face meetings. Encourage staff, councillors and the public to follow official hand washing advice.	Review as necessary – follow official Government advice.
Staff self-isolation	Day to day running of council business	Med	Clerk to work from home.	Review as necessary – follow official Government advice.

This version: March 2020  
Due for review: Ongoing