

Office Covid Risk assessment

Company name: Little Chalfont Parish Council

Assessment carried out by: Clerks

Date of next review: 3rd May 2022

Date assessment was carried out: 4th May 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Employees Contractors Delivery Drivers coming to and from the premises. Visitors to the Parish office	Providing facilities for handwashing Providing facilities of non touch hand sanitiser stations in the village hall and Parish office Signs advising how to wash hands	Monitor	Clerk	on going	
Getting or spreading coronavirus in commonly used or high traffic areas	Employees Contractors Delivery Drivers	To enable social distancing use of the village hall to be advised or outside	Monitor	Clerk	on going	

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	coming to and from the premises. Visitors to the Parish office	the Parish office entrance if possible				
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Employees Contractors Delivery Drivers coming to and from the premises. Visitors to the Parish office	Staff avoid sharing work equipment where possible Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Keep office door open to reduce touch transmission Provide cleaning wipes for equipment to wipe down as necessary	Monitor	Clerk	on going	
Contracting or spreading the virus	Employees Contractors	To enable social distancing use of the	Monitor	Clerk	On going	

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by not maintaining social distancing	Delivery Drivers coming to and from the premises. Visitors to the Parish office	village hall to be advised or outside the Parish office entrance if possible				
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Contractors Delivery Drivers coming to and from the premises. Visitors to the Parish office	Where possible keep windows in the Parish office open and the Parish office door to enable fresh to circulate around the office.	Monitor	Clerk	on going	
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups	Employees	Ensure social distancing is maintained. Provide cleaning wipes for equipment. Provide personal hand sanitiser	Monitor	Clerk	on going	

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Returning to work after prolonged period of shutdown	Employees	Ensure all equipment is cleaned before use. Hand sanitiser is provided and equipment cleaning wipes are available	Monitor	Clerk	10 th May 2021	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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