



COVID-19 Office and Meeting Risk assessment

Company name: GLPC

Assessment carried out by: Parish Manager.

Date of next review: **as restrictions change**

Date assessment was carried out: May 21.

What - Risk Hazard Identified	Who Area or People at Risk	Actions to take to mitigate risk	Notes
Catching the virus from being at work	Staff, Cllrs contractors, and volunteers Customers	Follow the stay-at-home guidance published where possible If vulnerable or over 70 work from home	Minimise attendance
Catching the virus because you must work in the office	Staff, Cllrs contractors, and volunteers Customers	Minimise the staff or Cllrs in the office at any time. Identify the covid safe spacing in all the rooms. Individual PPE boxes with sanitiser and cleaning kit and masks for staff Create environment of enhanced hygiene. Reduce touch points. Provide a cleaning routine before and after customer visits/ meetings. Provide physical and personal barriers. Always maintain good ventilation open doors and windows	3 in office, 1 in small meeting room and 10 in large meeting room for meeting.
Catching virus from visitors	Staff /Cllrs	Maintenance staff to wear PPE and sanitise as they enter. Distance to be maintained. Staff to clean down after they have left. Until defined as an essential service the office remains closed to the public Use NHS track and trace	Contractors kept to a minimum – annual checks only agreed to date
Spreading of Covid 19	Staff Cllrs Visitors	Promote and encourage good hand washing everyone entering the building must sanitise . Enter through the front door and leave meetings by the side door Clean desks once you have finished Soft cloth will be sprayed down after each meeting usage	Posters and verbal reminders



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		Screens will be used for exempt persons Frequent cleaning of surfaces before and after meetings or visits Social distance where possible and ensure the reduced number of persons to comply with 2 metre rules where possible. Limit the number of attendees at the meeting. Always wear masks. If you feel unwell stay home, do at least 2 lateral tests at home before returning to the office or attending meetings	Exempt individuals must make their requirements known before the data of the meeting
Mental stress from handling the new situation.	Staff, contractors, and volunteers	Regular one to one catch ups Open dialogue Make reasonable adjustments for all staff to ensure they manage working from home. If Staff are struggling with working from home due to individual circumstance – make reasonable allowances for working in the office. Ensure all staff are aware of the mindmk training and awareness videos	In place
Virus pick up or spread through deliveries or items brought into the office	Staff, Cllr contractors, and volunteers	Promote and encourage hand washing and Hand sanitises as soon as items are touched. Leave any items in small meeting room for 72 hours if not required immediately. Remember hand and face if you must touch items	In place
Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use. Especially entrance and the reception area and kitchen and corridor	Entrance hall/lobby/corridors	Identify “pinch points” and busy areas. Ensure a one-way system where possible. Reduce number of staff in office space (2) and the meeting room (2) Use screen if in physical meeting. Only one person in the kitchen or toilets at any time Hand sanitiser to be provided by exit points and in kitchen. Keep doors open to reduce touching	In place
Door handles, light switches, window catches, tables, chair backs and arms.	Meeting room	Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned at start and end of day.	In place



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		Use your chair only. Fabric chairs are not to be used by anyone outside staff membership	
Kitchen and kitchen utensils	Any staff	Only one person in the kitchen to ensure social distancing. Individuals to clean up the area after usage. Items to be put in dishwasher towels to be provided	IN place