

BILBROOK PARISH COUNCIL
Risk Assessment for working during Covid-19

HAZARD	PERSONS AT RISK	CONTROL MEASURES	RISK (H/M/L)	RESPONSIBILITY
Risk of virus infection at the Village Hall (VH)	Operative (RS) Senior Operative (AS) Housekeeper (CS) Clerk (KD) Temp Operative (KP)	<ul style="list-style-type: none"> • Only one person in the VH at any one time unless from the same household. • Operative to keep equipment in the shed and only enter the VH when necessary. • Temp operative to keep equipment at home and not enter the VH at all. • Staff should wear suitable gloves and other relevant PPE when entering the building. (Disposable gloves, and masks provided) • Sanitize door handles and locks on entering and leaving the building. • Wash or sanitize hands on entering and leaving the office. • Use disposable gloves and cloths when cleaning the hall. • Ensure all PPE is double bagged before disposal. • No one other than the Clerk to use the hall when the playgroup is using it. • Clerk to wear a mask when accessing the playgroup side of the VH to use the toilet 	M	Operative Senior Operative Housekeeper Clerk Temp Operative
Risk of virus infection outside	Operative Senior Operative Housekeeper Clerk Temp Operative Clerk	<ul style="list-style-type: none"> • Ensure that hands are sanitized before work starts, during work and after work finishes. • Ensure the latest rules on social distancing rule are followed at all times • Use sanitizer and other PPE supplied • Use the chain link barriers when working in the village to prevent members of the public coming too close. 	M	Operative Senior Operative Housekeeper Clerk Temp Operative
Risk of virus infection at Parish Meetings	Clerk (KD) Parish Councillors	<ul style="list-style-type: none"> • All public meetings to be conducted over Zoom until the Government rules are changed. • If a physical meeting is required, small meetings of 6 or less can be conducted outside providing - social distancing rules are followed, meeting papers are not shared and PPE is made available to all. 	M	Clerk (KD) Parish Councillors
Risk of virus infection when sourcing materials	Operative Senior Operative Housekeeper Clerk	<ul style="list-style-type: none"> • If possible, arrange to have materials delivered. • Collection of materials - In line with Government rules, a face covering must be worn. • Arrange to pay for materials on account. 	H	Operative Senior Operative Housekeeper Clerk

HAZARD	PERSONS AT RISK	CONTROL MEASURES	RISK (H/M/L)	RESPONSIBILITY
		<ul style="list-style-type: none"> • Ensure social distancing, other government guidelines and suppliers' requirements 		
Risk of accidents during lone working times.	Operative Senior Operative Housekeeper Clerk Temp Operative	<ul style="list-style-type: none"> • Staff should adhere to the lone worker policy at all times. • Ensure that all staff carry a mobile phone that is charged and switched on at all times. • Staff should ensure that someone is aware of their approximate whereabouts and can raise the alarm should they not return. 	M	Operative Senior Operative Housekeeper Temp Operative Clerk
Manual handling risks	Operative Senior Operative Housekeeper Clerk Temp Operative	<ul style="list-style-type: none"> • Observe all the rules of manual handling when handling materials and when moving furniture. i.e. assess the load, route and surroundings etc • Do not lift anything that requires more than two people to lift and would compromise the social distancing rule unless that person is from the same household. 	M	Operative Senior Operative Housekeeper Temp Operative Clerk
Use of ladders and scaffolding platforms	Operative Senior Operative Housekeeper Clerk Temp Operative	<ul style="list-style-type: none"> • Inspect all ladders and steps for damage before use. • Always work in two's. • Do not use ladders if it would compromise the latest social distancing rules unless that person is from the same household. 	H	Operative Senior Operative Housekeeper Temp Operative Clerk
Use of paints and chemicals	Operative Senior Operative Housekeeper Clerk Temp Operative	<ul style="list-style-type: none"> • Ensure that relevant Material Safety Data Sheets are available and that the recommended safety requirements such as PPE are adhered to. 	M	Operative Senior Operative Housekeeper Temp Operative Clerk
Slips, trips and falls	Operative Senior Operative Housekeeper Temp Operative	<ul style="list-style-type: none"> • Be aware of trip hazards such as tools and equipment on the floor. 	M	Operative Senior Operative Housekeeper Temp Operative, Clerk
Litter picking	Operative Senior Operative Temp Operative	<ul style="list-style-type: none"> • Observe all the rules of litter picking e.g. walk towards approaching traffic on footpaths, only litter pick from road items that can be reached from the footpath. • Wear gloves at all times and only pick up litter using the picker supplied. • Do not pick litter if it means compromising the latest social distancing rules. • Dispose of the collected bagged litter in the manner advised by the Parish Clerk 	M	Operative Senior Operative Temp Operative Clerk