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| Document Title | Document Type |
| Salisbury City Council Guildhall Office COVID 19 | Risk Assessment |

| Who carried out assessment | Date | Review date |
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| Alastair Barrett / Graham Fry & Lol Wilde | 12/06/2020 | As change happens |

General Comments

UNDERSTANDING THE SPREAD AND CONTROL OF COVID-19

Understanding how COVID-19 is spread and how control measures work is key to preventing infection from occurring. There are two main ways in which coronavirus can be spread:

- 1) From contaminated surfaces, i.e. when an individual touch the surface with their hands and then touches their eyes, nose or mouth.
- 2) From contaminated respiratory droplets released by individuals who are currently infectious. This mainly happens when someone coughs, sneezes or blows their nose but can also occur during normal respiration. Respiratory droplets are not airborne for long and is the reason for the government's emphasis on social distancing involving people not coming **within 1 metres plus of each other.**

Therefore anyone who meets one of the following criteria MUST not come to work:

- Has a high temperature or a new persistent cough - [follow the guidance on self-isolation](#)
- Is a [vulnerable person](#) (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in [self-isolation](#) or a [vulnerable person](#)

We have endeavored to cover the **Five Key Points identified by the Government which** are:

1. Work from home, if you can
2. Carry out a COVID-19 risk assessment, in consultation with workers
3. Maintain 1 metres plus social distancing, wherever possible
4. Where people cannot be 2 metres plus apart, manage transmission risk
5. Reinforcing cleaning processes

Reference has been made to Government guidance and industry best practices.

The government's Staying COVID 19 Secure in 2020 will be signed and displayed at the entrance to the premises.

Following government guidance, the need to wear additional personal protective equipment e.g. gloves masks etc. to protect against Covid 19 is not considered a requirement of the activities covered by this risk assessment, but this will be kept under review on a task by task basis. PPE is available should staff require it.

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This risk assessment will be shared with the workforce and other interested parties and their opinions sort. We shall be prepared to change interventions based on the feedback and regular reviews of the risk assessment will take place.

A specific risk assessment will be written for staff who are pregnant, have an existing disability or fall into an identified category.

Those who are in the higher-risk group (listed below) should speak with their Line Manager or HR to discuss any concerns and an individual risk assessment will be written if required:

- Older males
- Have a high body mass index (BMI)
- Have health conditions such as diabetes
- Are from some Black, Asian or minority ethnic (BAME) background

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
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| Spread of Covid-19 Coronavirus | Staff Building Cleaners Contractors Hirers | Arrival/Entry to the building <ul style="list-style-type: none"> • Everyone that enters the building must do so by the front door. (Information Staff and Finance may enter/exit through the IC front door) • Everyone must immediately use the supplied hand sanitiser, scan the NHS QR code for track and trace or sign the track and trace register confirming that they or anyone else in their household does not have covid 19 or any symptoms. If they do not confirm then they will not be allowed access to the building. They must then wash their hands or use the available sanitiser as a precaution • The pen must be wiped prior to and after use with the supplied wipes • All Staff/Contractors/Hirers must tick the box to acknowledge they have read and understand the risk assessment(s) relevant to them | Visitors accessing to be monitored Guildhall Officer or their deputy | GF | On going | |

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| | | <ul style="list-style-type: none"> • There is a “keep left” system in the building which everyone must adhere to. There are signs throughout the building reminding people of this, social distancing and keeping hands clean and sanitised • Everyone must adhere to social distancing at all times and keep at least 1m plus apart • As advised by the Facilities Manager the air conditioning is not to be turned on at any time • All visitors to the building must wear a face covering and when a staff member is having contact with the visitor they must also wear a mask • Masks are optional for staff when working within an area that only has staff in it | | | | |
| Spread of Covid-19 Coronavirus | Contractors | <p>Contractors</p> <ul style="list-style-type: none"> • The responsible Manager/Officer must insure that they are given the current Guildhall Risk Assessment and their own department Risk Assessment (where applicable) either must be sent to them prior to arrival by the person agreeing their attendance to the building • If they are undertaking any works within working areas that are occupied or public areas, then the necessary working area must be corded/barrier off to insure 2m social distancing is given at all times | Visitors accessing to be monitored Guildhall Officer or their deputy | GF | On going | |
| Spread of Covid-19 Coronavirus | Hirers of the Guildhall | <p>Hirers</p> <ul style="list-style-type: none"> • If the hirer is holding a public event they must submit their own full risk assessment to the Guildhall Officer who will review prior to attendance. The Hirer will be responsible for the following (as guided/advised by the Guildhall Officer) and should insure all is written into their Risk Assessment: <ul style="list-style-type: none"> ○ Having track and trace in place for all that visit their event ○ How they will control visitor queues and manage max capacity of visitors | Government Guidance may change, so must be monitored and the RA to be amended where necessary | GF/JW | On going | |

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| | | <ul style="list-style-type: none"> ○ Ensuring sanitizing stations are available for everyone ○ One entry and one exit strategy for controlling ○ Toilets will only be available for their staff/team. No public toilets are currently available in the building. Market Square toilets are open for the public to use. ○ Social distancing to be adhered to at all times ○ Insuring that all people entering the building wear a mask covering ○ Rule of 6 <ul style="list-style-type: none"> ● If the hirer is a private hire, this will be for no more than 15 people in total. NB For a wake this is 30 (the Grand Jury Room is limited to 15). The hirer will be advised prior to the event and will be responsible for letting all their guests know prior to arrival that they will follow the following: <ul style="list-style-type: none"> ○ All users must enter and exit the building through the main front door ○ If anyone has a disability and needs to use the rear entrance this will need to be arranged prior to the event, they can be accompanied by 1 other person only if assistance is needed. <ul style="list-style-type: none"> ▪ They will arrive at the agreed time and a member of staff will have the door unlocked and open ready for them. ▪ When they have entered the building the member of staff will operate the lift for them. ▪ The staff member will then using the sanitiser wipes, wipe down all the buttons of the lift and any handles they have touched; then they must lock the back door. ▪ When the person wishes to leave the event it will work the same but in reverse, and again all will be cleaned/secured by the staff member. | | | | |
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| | | <ul style="list-style-type: none"> ▪ Gloves/masks are available for use whilst cleaning etc. ○ All guests will wash their hands immediately or use the available sanitiser, along with following social distancing measures. ○ They will sign in on the separate track and trace register for the occasion. This will then be destroyed 21 days after the event. ○ Hand washing facilities available with soap and water in place. ○ Stringent hand washing should take place at all times ○ Drying of hands should be done with provided paper towels rather than the hand drying machines ○ Guest will be encouraged by hirer to arrive at various times • The Guildhall Officer will insure all casual staff receive the risk assessment prior to their shift, and any PPE they request to complete their duties | | | | |
| Spread of Covid-19 Coronavirus | Staff | <p>Travelling to Work</p> <ul style="list-style-type: none"> • Currently staff travel to work by various means. • The Council has sufficient bike spaces for all employees. A “Cycle to work” scheme is available to all staff members, should they wish to purchase a cycle rather than use public transport • PPE is available if required by staff members i.e. face mask is using public transport | The situation will be kept under review. | TA/JW | On going | |
| Spread of Covid-19 Coronavirus | Staff Councilor’s | <p>Prior to arrival at the Guildhall</p> <ul style="list-style-type: none"> • All Staff and Councilor’s must read this Risk Assessment prior to arriving at the Guildhall | The situation will be kept under review. | TA/JW | On going | |
| Spread of Covid-19 Coronavirus | Staff Cllrs Contractors Authorised Visitors | <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities available with soap and water in place. • Stringent hand washing should be taking place. • Hand washing posters to be displayed. | | | | |

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| | | <ul style="list-style-type: none"> • Drying of hands with disposable paper towels rather than the hand drying machines • Staff encouraged to protect the skin by applying emollient cream regularly • FSB Guidance to be followed and posters displayed at designated locations. • Each employee has their own personal sanitiser on their desks, which should be used frequently. • The Council has positioned hand sanitiser machines at the building entrance which can be used by all employees and visitors. | | | | |
| Spread of Covid-19 Coronavirus | Staff Councilor's Contractors Authorised Visitors | <p>Cleaning</p> <ul style="list-style-type: none"> • Work areas including desks and equipment must be cleaned between uses, using supplied wipes. • Objects and surfaces that are touched regularly, such as door handles, pump handles and printers, should be cleaned regularly by users of the building. Wipes are available if more is needed by staff member – see GF • Workspaces should be cleaned, waste bags sealed if full and placed in the bins in the foyer. All personal belongings removed from the work area at the end of the day. • Shared equipment i.e. printers/laminators/boilers/microwave etc. must be wiped clean prior to use and after use • Where possible natural air to be allowed into rooms. | | | | |
| Spread of Covid-19 Coronavirus especially in kitchen and similar settings | Staff Councilor's Contractors Authorised Visitors | <p>Social Distancing</p> <ul style="list-style-type: none"> • One person at a time at certain points with a "pass area" where needed. Signage indicating routes to be positioned and monitored. • Reducing the numbers of people each person has contact with by using fixed teams or partnering. • Reducing the number of persons in any work area to | Will need to be reviewed at each phase | GF/LW | On going | |

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| | | <p>comply with the 1-metre plus gap.</p> <ul style="list-style-type: none"> • Where staff have to work within 1-metre plus then <ul style="list-style-type: none"> ○ face-to-face lifting will be eliminated where possible, ○ groups involved in the process will be minimised, ○ a maximum of 15 minutes contact time to be observed where possible, ○ and consideration given to masks and gloves being worn. • Kitchen and toilet areas to be used by one person at a time. Signs will be placed in the kitchens reminding users of this. • The toilets are one door entry so do not need signs, and the only ones open are: <ul style="list-style-type: none"> ○ Downstairs kitchen x 2 (male and female) ○ Disabled Toilet ○ Upstairs opposite kitchen ○ Upstairs next to Clerks Office ○ Mayors Parlour | | | | |
| Spread of Covid-19 Coronavirus | Staff Councilor's Contractors Authorised Visitors | <p>Wearing of Gloves</p> <ul style="list-style-type: none"> • Where any Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. • Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. • NHS guidance to be followed https://www.youtube.com/watch?v=oUo5O1JmLHO | | | | |
| Spread of Covid-19 Coronavirus | Staff Councilor's Contractors Authorised Visitors | <p>Wearing of masks</p> <ul style="list-style-type: none"> • Where any Risk Assessment identifies wearing of masks as a requirement of the job, an adequate supply of these will be provided. • Wearers must be clean shaven. • WHO Guidance on the safe wearing of masks is to be | | | | |

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| | | <p>followed.</p> <ul style="list-style-type: none"> • https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks • Dispose of the mask in an appropriate manner and wash hands after use. | | | | |
| Spread of Covid-19 Coronavirus | Staff | <p>Work stations</p> <ul style="list-style-type: none"> • Workstations currently are not positioned 2 meters apart. There are very few people in the building so if staff are sitting at desks that are not 2m apart, then they must sit either back to back or side to side, no face to face sitting at any time (unless they are 2m apart). • BTSO office is now only for 1 person to use at a time. One desk has been taken out of use and noted, and a sign is on the front door. Another person may enter to get a key etc. • Guildhall Officers Office is only for a max of 2 people at a time. There are available table and chairs in the foyer & Crown Court for the Venture Security officers to use as a break out area, when there is 2 of them on duty at the same time when the Guildhall Officer is on duty. Staff may also use this area. NB Only 4 people may sit at the round tables at a time and 1 on the small rectangular table. • Both foyer officers have 2m distance noted by tape on the floor for people wishing to talk to people in either office. • Employees know that they do not need to work in close proximity. Task loads should be managed so that an employee is responsible for their own set tasks each day. • Desk equipment cannot be shared – i.e. – pens/ Sellotape etc. • Where equipment is shared it should be cleaned after | This will be reviewed at each phase | GF/LW | On going | |

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| Spread of Covid-19 Coronavirus | As above | <p>Rest Breaks</p> <ul style="list-style-type: none"> • Anti-Bacterial wipes are available in the kitchen for wiping down of boiler handle/fridge door handle and door/milk bottles etc. • The kitchen/drink making areas should be used by one person at a time. • Drinks and food should be prepared by the consumer only. • Only 4 people may sit at the round tables at a time and 1 on the small rectangular table. | This will be reviewed at each phase | GF/LW | On going | |
| Spread of Covid-19 Coronavirus | As above | <p>Mental Health</p> <ul style="list-style-type: none"> • Regular contact and support – open communications with a line manager. Employees are encouraged to communicate with supervisors/ managers in person or via video conferencing. | | | | |
| Spread of Covid-19 Coronavirus | Staff Councilor's Contractors Authorised Visitors | <p>Information Centre</p> <ul style="list-style-type: none"> • This area of the building is covered by its own risk assessment that has been written by the Customer Services Manager. All staff must make themselves aware of it and read. The Finance Department will be covered by that RA too. | | | | |
| Spread of Covid-19 Coronavirus | As above | <p>First-aid</p> <ul style="list-style-type: none"> • First aid provision will be provided and a dynamic risk assessment carried out for each case presented. • Guidance on the performance of CPR by St Johns is to be followed regarding face covering to the patient. | This will be reviewed at each phase | JW | On going | |