

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 2 metres of each other**.

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

- Has taken a covid test and either had a positive result or awaiting the result
- Has a high temperature or a new persistent cough - [follow the guidance on self-isolation](#)
- If living with someone in [self-isolation](#) who has symptoms or tested positive
- If you have been in contact with someone who has tested positive and you have been instructed to [self-isolate](#)
- someone in your childcare or support bubble [has symptoms](#) and you've been in close contact with them since their symptoms started or during the 48 hours before they started - [follow the guidance on self-isolation](#)
- someone in your childcare or support bubble [has tested positive](#) and you've been in close contact with them since they had the test or in the 48 hours before their test - [follow the guidance on self-isolation](#)
- you have arrived back in England from abroad (not including Ireland, the Channel Islands, the Isle of Man or other parts of the UK)

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 2 meters social distancing (3 steps), wherever possible
4. Where people cannot be 2 metres plus apart, manage transmission risk
5. Reinforcing cleaning processes

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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. 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
Spread of Covid-19 Coronavirus	Staff Councillors	Prior to arrival at the Guildhall <ul style="list-style-type: none"> • All Staff and Councillors 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	Travelling to Work <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-	Staff	Arrival/Entry to the building	Visitors accessing to	GF	On going	

<p>19 Coronavirus</p>	<p>Councillors Building Cleaners Contractors Hirers</p>	<ul style="list-style-type: none"> • SCC staff can enter through the front or back doors (the back door must be kept locked at all times) The preference is the front door. All visitors must use the front door only (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. • All Staff/Contractors/Hirers must tick the box to acknowledge they have read and understand the risk assessment(s) relevant to them • The pen must be wiped prior to and after use with the supplied wipes • Staff/Venture must wear a mask when away from their desk and moving around the building • All visitors to the building (this includes Councillors, police, contractors and members of the public) must wear a face covering and when a staff member is having contact with the visitor they must also wear a mask. Mask are available if needed • If the visitor to the building is having a meeting with SCC staff, masks can be removed when they are having the meeting but only if all social distancing regulations are being adhered to • Masks are optional for staff when working within an area that only has staff in it • 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 • As advised by the Facilities Manager the air conditioning 	<p>be monitored Guildhall Officer or their deputy</p>		
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		is not to be turned on at any time				
Spread of Covid-19 Coronavirus	Staff Councillors Contractors Authorised Visitors	<p>Hand Washing once in the building</p> <ul style="list-style-type: none"> Hand washing facilities are available with soap and water in place. Stringent hand washing should be taking place regularly. Hand washing posters to be displayed where possible. 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. 				
Spread of Covid-19 Coronavirus especially in kitchen and similar settings	Staff Councillors Contractors Authorised Visitors	<p>Social Distancing</p> <ul style="list-style-type: none"> Everyone must adhere to social distancing at all times and keep at least 2m apart. If other mitigation is in place i.e. face masks this can reduce to 1m plus 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. Where staff have to work within 1-meter 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 	Will need to be reviewed at each phase	GF/LW	On going	

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		<p>users of this.</p> <ul style="list-style-type: none"> 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 Councillors 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 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	Staff	<p>Work stations</p> <ul style="list-style-type: none"> Workstations that are currently not positioned 2 meters apart should not be used under any circumstances. There is enough room around the building for people to find a safe workstation to use and keep 2 meters apart NB please note advice in “cleaning” section if using a workstation that is not yours BTSO office is now only for 2 people to use at a time, but only one of them can have a work station. The second person can sit on the chair in the corner of the room giving a clear 2m distance at all times There are available table and chairs in the Crown Court to use as a break out area for staff, and Cash collectors can use for completing their duties. NB 	This will be reviewed at each phase	GF/LW	On going	

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		<ul style="list-style-type: none"> Only 3 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. Workstations should be cleaned and all personal belongings removed from the work area at the end of the day Desk equipment/stationary cannot be shared – i.e. – pens/ Sellotape etc. If it does have to be shared, it should be cleaned before and after use 				
Spread of Covid-19 Coronavirus	As above	<p>Rest Breaks</p> <ul style="list-style-type: none"> The kitchen/drink making areas should be used by one person at a time. Anti-Bacterial wipes are available in the kitchen for wiping down of boiler handle/fridge door handle and door/milk bottles etc. Drinks and food should be prepared by the consumer only. Only 3 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	As above	<p>First-aid</p> <ul style="list-style-type: none"> First aid provision will be provided and the first aider should carry out St Johns guidance when dealing with any patient: 	This will be reviewed at each phase	JW	On going	

		<ul style="list-style-type: none"> ○ Be aware of the risks to yourself and others <ul style="list-style-type: none"> ▪ When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets. ○ Keep yourself safe <ul style="list-style-type: none"> ▪ In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. <p>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website here.</p> <p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> ○ Wear gloves or cover hands when dealing with open wounds ○ Cover cuts and grazes on your hands with waterproof dressing ○ Dispose of all waste safely ○ Do not touch a wound with your bare hand ○ Do not touch any part of a dressing that will come in contact with a wound. <ul style="list-style-type: none"> ● Guidance on the performance of CPR by St Johns is to be followed regarding face covering to the patient. 				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Councillors Contractors</p>	<p>Information Centre</p> <ul style="list-style-type: none"> ● This area of the building is covered by its own risk 				

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	Authorised Visitors	assessment that has been written by the Customer Services Manager (CSM). The CSM is also responsible for the track and trace as part of their RA. 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	Staff Councillors Authorised Visitors	<p>Use of Banqueting Hall for Official Cllr Meetings</p> <ul style="list-style-type: none"> For any Official council meetings all chairs and tables must be wiped prior and after using sanitising wipes Windows and doors should be open where possible, especially if for Cllr meetings and a number of people in attendance Seating will be arranged where possible so no one is sat "face to face". Where this is not possible then the 1m plus rule must be in place as mask will be worn "Arrival/Entry to the building" section must be highlighted to any press or member of public attending the meeting 				
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 Masks must be worn when in contact with a member of SCC staff at all times and if working in a public area 	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 	Government Guidance may change, so must be monitored and the RA to be amended	GF/JW	On going	

		<p>Guildhall Officer) and should insure all is written into their Risk Assessment:</p> <ul style="list-style-type: none"> ○ Having track and trace in place for all that visit their event (this is now for everyone and not just a “group lead”) ○ How they will control visitor queues and manage max capacity of visitors ○ 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 (except those with an exception) and they must note in their risk assessment their mitigations with regards to masks etc. It is to be noted that SCC expect hirers and their stallholders to wear masks at all times ○ 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 ○ Mask should be worn by all attending the wedding including during the ceremony ○ 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 	<p>where necessary</p>			
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		<p>only if assistance is needed.</p> <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. ▪ Gloves/masks are available for use whilst cleaning etc. <ul style="list-style-type: none"> ○ All guests will wash their hands immediately or use the available sanitiser, along with following social distancing measures. ○ All guests 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 <ul style="list-style-type: none"> • 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 				
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