

MIDDLEZOY PARISH COUNCIL

Risk Assessment: Risk Assessment – Pandemic – General Workplace Health and Safety

Name of Assessor: Jacqueline Strong – Parish Clerk

Assessment Date: 12th January 2021

Review Date: January 2022

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Virus	<ul style="list-style-type: none"> • Staff • Councillors • Visitors • Anyone who comes into physical contact 	<p>Handwashing Encourage handwashing</p> <p>Follow guidelines at public meetings.</p> <p>www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Cleaning Frequently clean high use areas such as keyboards</p> <p>Social Distancing Reduce the amount of contact with people indoors and work from home unless not possible to do so.</p> <p>Utilise virtual meetings via available platform</p> <p>Face Masks Wear facemasks to prevent transmission as per government guidelines</p> <p>Sympton's Follow government guidelines</p> <p>Wellbeing Promote mental health & wellbeing awareness to staff and members</p>	<p>Extend these controls to home working</p> <p>Purchase keyboard cleansing wipes</p> <p>Purchase quantity when meetings in person continue</p> <p>Notify Clerk and Chairman of the Council</p> <p>www.mid.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Ongoing</p> <p>As required</p> <p>Renew - Subscription 2021</p>	

