

<b>RISK ASSESSMENT – COVID-19 TOWN HALL</b> <b>Based on Government Guidance for Offices and Contact Centres – returning to work during Coronavirus 2020</b>		
<b>Sections: Town Hall Building Managers</b>	<b>Activity: Ensuring it is safe for employees, visitors and tenants to attend the workplace using common areas</b>	<b>Task: Management of common areas in HBC Town Hall</b>
<b>Places of activity: Town Hall</b>	<b>Date completed: 22<sup>nd</sup> June 2020 Reviewed: 8<sup>th</sup> July 2020</b>	<b>Date for review: 31<sup>st</sup> July 2020</b>

**This Assessment considers the hazards that are identified by the Government Advice on Returning to Work during COVID-19. Each section will need to add their own specific situations and detail. The overall hazard is catching or passing on COVID-19. NO-ONE IS OBLIGED TO WORK IN AN UNSAFE ENVIRONMENT.**

**This risk assessment will be published on the Hastings Borough Council Health and Safety Intranet, in line with government guidance.**

**ACCIDENTS, FIRE, FIRST AID REQUIRED – DO NOT STAY 2 METRES APART IF IT WOULD BE UNSAFE – USE HAND SANITISATION IMMEDIATELY AFTERWARDS**

Hazard Number	Who/what is the specific risk?	Control measures in place to reduce the risk	What else needs to be done if anything to improve safety?	RISK L, M, H?	Action by	Review Date
1	Employees attending Town Hall at risk from COVID-19	<p>There are currently NO HBC staff working in the Town Hall. However, HBC Wardens open, close and alarm the building daily, 7 days a week.</p> <p>There are 3 entrances and exits, but during lockdown and currently, the CCC entrance is closed. Although the gates are kept slightly open at Queens Road, the main door to be used by tenants and others is the one by Station Approach at the rear of the building.</p> <p>Those in vulnerable groups, or with symptoms, or self-isolating or in quarantine, who work for HBC should NOT visit the Town Hall.</p>	Any HBC staff who visit the Town Hall should ensure that they enforce social distancing between themselves and any tenants and the tenants' visitors or clients.	L	Those visiting TH.	Whenever TH is visited.
2	All tenants working in the Town Hall.	<p>There are leases for ESCC and SEAP, and licences for the other room occupiers.</p> <p>These agreements give tenants rights to use the common areas, exits and entrance. The common areas are corridors, staircases, lifts, toilets and kitchen area.</p> <p>Tenants must abide by the building rules</p>	Tenants are responsible for their own COVID-19 RAs in line with government guidelines when in their rented spaces.	L	TH tenants.	Ongoing.

Hazard Number	Who/what is the specific risk?	Control measures in place to reduce the risk	What else needs to be done if anything to improve safety?	RISK L, M, H?	Action by	Review Date
		set out in the agreements.				
3	Virus present within Town Hall common areas, exits and entrances.	<p>The Town Hall communal areas have been 'deep-cleaned' before 're-opening'.</p> <p>Ventilations systems have been checked (HVAC advice to be sought if necessary).</p> <p>Specific guidance will be followed for cleaning if there is known COVID-19 contamination.</p> <p>Legionella testing is done by HBC contractors on a regular basis, and the water system has been flushed through weekly during lockdown.</p>	<p>Checklist has been supplied to cleaning staff to ensure that all common areas are being covered.</p> <p>There are adequate waste facilities and daily collections.</p> <p>Windows and doors to be opened frequently to ventilate workspaces.</p>	L	Business Support.	Ongoing.
4	Keeping 2 metres away from other people whilst using the common areas	In common areas, people should not need to occupy the same area at the same time, and should wait until they can keep 2 metres away.	After close contact, always wash hands and clean surfaces touched.	L	Individuals.	Ongoing.
5	WCs	<p>Hand washing facilities and clear use and guidance.</p> <p>Signage – good handwashing technique, increased frequency, avoid touching face, cough or sneeze into tissues or</p>	<p>Reduce concurrent usage – only one person at a time in WC. 'One in, one out policy'.</p> <p>Hand dryers are not touch start, so should be safe to use.</p>	M	Individuals.	Ongoing.

		<p>elbow.</p> <p>These places are to be kept clear of personal items.</p>	<p>Doors and handles, in and outside WC cubicles to be cleaned more frequently with anti-bac sprays as well as the entry/exit doors and taps, by users.</p>			
<b>Hazard Number</b>	<b>Who/what is the specific risk?</b>	<b>Control measures in place to reduce the risk</b>	<b>What else needs to be done if anything to improve safety?</b>	<b>RISK L, M, H?</b>	<b>Action by</b>	<b>Review Date</b>
6	<p>Common areas risk where multiple use</p>	<p>ESCC, SEAP and others to collaborate on common areas.</p> <p>Common areas include one shared kitchen area one on the ground. This is cleaned daily by HBC but should be cleaned by each user before and after use.</p> <p>The communal areas are cleaned by HBC's cleaning contract, apart from the staircase which is cleaned by ESCC.</p>	<p>Kitchen to be used on a 'One in, one out policy'. People to use own food and cups and cutlery.</p> <p>If people's individual risk assessment says that they require PPE, this should be enforced by tenants and leaseholders.</p>	M	Tenants, Individuals.	Ongoing.
7	Lift	<p>Do not use lift unless absolutely necessary (such as those with disabilities) – use stairs.</p>	<p>Reduce use of lift to 'essential only'.</p> <p>People from one household bubble in a lift at a time only.</p> <p>Hand sanitiser to be used for lift operation.</p> <p>Remember that should the lift get stuck, there will be a longer waiting time before the lift engineers can get to the lift; be prepared. Take a mobile 'phone in with you, and anything else</p>	M	Individuals.	Whenever use to be made of lift.

Hazard Number	Who/what is the specific risk?	Control measures in place to reduce the risk	What else needs to be done if anything to improve safety?	RISK L, M, H?	Action by	Review Date
8	Customers, visitors, contractors	<p>Keep 'visits' remote where possible.</p> <p>Limit the number of visitors/contractors at a time and maintain a record of all visitors and contractors.</p> <p>Reduce overlaps where possible – eg servicing outside normal office hours.</p> <p>Ensure visitors and contractors aren't 'sharing' pens when they sign in.</p>	<p>Tenants' to check their own RAs to ensure that those hosting visitors understand their responsibilities with regard to the visitors.</p> <p>Business Support to explain social distancing, hygiene and entrance and exit in building they are visiting, before contractors and visitors use common areas.</p> <p>Collaboration and co-ordination where necessary between tenants, and HBC.</p>	L	Business Support, Tenants, Individuals.	Ongoing.
9	Tenants with inbound and outbound goods potentially spreading the virus	<p>Access to welfare facilities when required for deliverers. Drivers to stay in vehicles where possible.</p> <p>Only business deliveries are acceptable – reduce frequencies of deliveries, non-contact where possible.</p>	<p>Clarify pick up/drop off procedures and signage in common areas such as by delivery doors.</p> <p>Single workers to load or unload where safe to do so; otherwise in fixed pairs.</p> <p>People to keep 2 metres apart and be aware of 'surface' transmission and use gloves and hand sanitiser.</p>	M	Tenants.	Ongoing.
10	Tenants don't understand what they	Communication with tenants to ensure they are clear about new procedures for working in the Town Hall common areas.	<p>New working situations will be monitored for unforeseen impacts.</p> <p>Notices and tape, signs and</p>	L	Tenants, Business Support.	Ongoing.

	should be doing to follow procedures to avoid the virus in common areas		instructions will reduce the need for face-to-face communications in the workplaces.			
Hazard Number	Who/what is the specific risk?	Control measures in place to reduce the risk	What else needs to be done if anything to improve safety?	RISK L, M, H?	Action by	Review Date
11	Fire risk with no HBC staff in building.	<p>Emergency Evacuation of the Town Hall</p> <p>If the fire alarm rings (apart from testing on Monday mornings) for more than a few seconds, it is important that everyone evacuates the building as usual in an orderly way. Tenants and their visitors need to exit the building as quickly as possible, so that if the 2 metre distancing rule has to be broken, it should be. Records show that people get out of the building in about 4 minutes, so the short time you will be in closer contact with others is worth the risk of otherwise getting caught in a burning building.</p> <p>As usual, please exit the building by the nearest staircase/corridor and door without going back for belongings. If you have time to shut windows and doors please do so.</p>	<p><b>ACCIDENTS, FIRE, FIRST AID REQUIRED – DO NOT STAY 2 METRES APART IF IT WOULD BE UNSAFE – USE HAND SANITISATION IMMEDIATELY AFTERWARDS</b></p> <p>Tenants to follow HBC Fire Evacuation plans.</p> <p>ESCC to ring HBC Business Support as soon as possible – but not to delay evacuating from the building. Please ring 01424 783206 to inform HBC that the fire alarm has activated. Thank you.</p> <p>Tenants to make their way to the usual Assembly point outside the bank, and wait there until HBC Business Support, or a Fire Officer comes to tell you that it is safe to return.</p>	L	Tenants, Individuals. Business Support to do fire drills twice a year.	Ongoing.

Hazard Number	Who/what is the specific risk?	Control measures in place to reduce the risk	What else needs to be done if anything to improve safety?	RISK L, M, H?	Action by	Review Date
12	Tenants working at weekends or out of hours – fire risks	<p>Tenants working at weekends need to sign in and sign out on the board at the rear of the building.</p> <p>Tenants MUST ensure that the rear door is closed properly at all times.</p>	All tenants must remind themselves that there is a key for the padlock on the front gates in the break glass near the main sliding doors for the Queens Road entrance, to be used if for any reason they cannot use the rear fire escape door at weekends or out of hours.	L	Tenants, individuals.	<p>To have fire escape details pointed out to them when they first take up tenancy.</p> <p>To remind themselves of fire escaping on a regular basis, especially when working weekends and out of hours.</p>

Risk Assessment statement completed by: Jill Yeates, Louise Fusco and Amy Terry

Date: 22<sup>nd</sup> June 2020, 8<sup>th</sup> July 2020

Agreed by Tenant Representative:

Date: