



## **Kirkbymoorside Town Council**

### **COVID-19 Specific Risk Assessment**

**The Moorside Room, 9 Church Street**

**COVID-19 is a new illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.**

This **Risk Assessment** is for dealing with potential hazards that may result in the spread of COVID-19 at the Moorside Room, 9 Church Street, Kirkbymoorside.

Who might be harmed:

- Employees
- Anyone entering the premises, including adults, children and vulnerable groups – elderly, those with existing underlying health conditions

**Name of Assessor:** L Bolland, Town Clerk

**Assessment Date:** 3<sup>rd</sup> July 2020

To be reviewed at the meeting of the Town Council dated 20<sup>th</sup> July 2020

**Next Review Date:** to be determined at the meeting of the Town Council dated 20<sup>th</sup> July 2020

Controls Required	Additional Controls	Action by who?	Done
<p><b><u>Cleaning</u></b>  Provision of adequate cleaning supplies:  hand sanitiser  hand wash  cleaning cloths - to be disposed of after each use  disinfectant for:</p> <ul style="list-style-type: none"> <li>• all surfaces;</li> <li>• floor; and</li> <li>• toilet</li> </ul> disposable paper hand towels	<p>Users of the premises are instructed to:  ensure that all surfaces are wiped down at the conclusion of their booking  dispose of used cleaning cloths, and remove all rubbish from the premises upon departure  Report any low supplies to the town clerk  Regular checks should be carried out to ensure procedure is being followed</p>	<p>All products supplied to the premises by the Town Clerk</p> <p>Users of the premises to report any concerns to the Town Clerk</p>	<p>Done</p>
<p><b><u>Social Distancing</u></b>  Social Distancing – clear signage to encourage continued social distancing in accordance with government guidance</p> <p>Limit the number of occupants to 16</p>		<p>Signage installed by the Town Clerk</p> <p>To be approved by the Town Council at the meeting dated 20<sup>th</sup> July 2020</p>	<p>Done</p>
<p><b><u>Wearing of Face Masks</u></b>  Should be encouraged but would be difficult to police</p>			
<p><b><u>Signage</u></b>  Reminder regarding socially distancing.  Reminder to wash your hands frequently  Reminder to use sanitiser</p>	<p>Use of a number of “CORONAVIRUS!”  Signs to remind users that the virus is still active.</p>	<p>Signage installed by the Town Clerk</p>	<p>Done</p>



## Kirkbymoorside Town Council

### COVID-19 Specific Risk Assessment

#### The Town Council Office, Church House, & High Market Place

**COVID-19 is a new illness that can affect your lungs and airways and is caused by a virus called Coronavirus. The symptoms can be mild, moderate, severe, or fatal.**

This **Risk Assessment** is for dealing with potential hazards that may result in the spread of COVID-19 at the Town Council Office, Church House, 7 High Market Place, Kirkbymoorside.

The Town Council office is located in the library building which is managed by the Kirkbymoorside Community library volunteers (CLiC). A risk assessment has been carried out by CLiC, and all necessary measure to mitigate the potential transmission of the coronavirus throughout the building. This risk assessment is specific to the Town Council office and the procedures in place to accommodate access by members of the public to the Town Council.

Who might be harmed:

- The Town Clerk
- Library volunteers
- Members of the public, including adults, children and vulnerable groups – elderly, those with existing underlying health conditions

**Name of Assessor:** L Bolland, Town Clerk

**Assessment Date:** 3<sup>rd</sup> July 2020

To be reviewed at the meeting of the Town Council dated 20<sup>th</sup> July 2020

**Next Review Date:** to be determined at the meeting of the Town Council dated 20<sup>th</sup> July 2020

Controls Required	Additional Controls	Action by who?	Done
<p><b><u>Cleaning</u></b> Provision of hand sanitiser and surface disinfectant</p> <p><b><u>Social Distancing</u></b> Social Distancing – clear signage to encourage continued social distancing in accordance with government guidance</p> <p>Limit the number of people in the Town Council office</p> <p><b><u>All public meetings to be carried out via Zoom until legislation is reviewed</u></b></p> <p><b><u>Public Consultation</u></b> Arrangements will be made for any public consultation requiring access by more than 2 members of the public at any one time to be held at the Moorside Room. e.g. access to large scale development plans</p> <p><b><u>Wearing of Face Masks</u></b> Should be encouraged but would be difficult to police</p> <p><b><u>Signage</u></b> Reminder regarding socially distancing. Reminder to wash your hands frequently Reminder to use sanitiser</p>	<p>All surfaces to be wiped down at the conclusion of use Hand sanitiser to be used upon entry to the office</p> <p>Meetings with the Town Clerk and councillors by appointment only. The clerk to be accompanied by a councillor as a lone-worker safeguarding measure and use of larger meeting rooms at Church House to ensure social distancing</p> <p>Use of a number of “CORONAVIRUS!” Signs to remind users that the virus is still active.</p>	<p>All products supplied to the premises by the Town Clerk</p> <p>CliC have installed clear signage throughout the building</p> <p>Signage installed by the Town Clerk in Church House and on the Town Council notice board on Market Place</p> <p>To be approved by the Town Council at the meeting dated 20<sup>th</sup> July 2020</p> <p>Signage installed throughout Church House by CliC and the Town Clerk</p>	<p>Done</p> <p>Done</p> <p>Pending</p> <p>Done</p>