



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: 3rd July 2020

To be reviewed at the meeting of the Town Council dated 20th July 2020

Next Review Date: to be determined at the meeting of the Town Council dated 20th July 2020

| Controls Required | Additional Controls | Action by who? | Done |
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| <p>Cleaning 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"> • all surfaces; • floor; and • toilet <p>disposable paper hand towels</p> <p>Social Distancing 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>Wearing of Face Masks Should be encouraged but would be difficult to police</p> <p>Signage Reminder regarding socially distancing. Reminder to wash your hands frequently Reminder to use sanitiser</p> | <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>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>Users of the premises to report any concerns to the Town Clerk</p> <p>Signage installed by the Town Clerk</p> <p>To be approved by the Town Council at the meeting dated 20th July 2020</p> <p>Signage installed by the Town Clerk</p> | <p>Done</p> <p>Done</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 measures 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: 3rd July 2020

To be reviewed at the meeting of the Town Council dated 20th July 2020

Next Review Date: to be determined at the meeting of the Town Council dated 20th July 2020

| Controls Required | Additional Controls | Action by who? | Done |
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| <p><u>Cleaning</u> Provision of hand sanitiser and surface disinfectant</p> <p><u>Social Distancing</u> 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><i>All public meetings to be carried out via Zoom until legislation is revised</i></p> <p><u>Public Consultation</u> 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><u>Wearing of Face Masks</u> Should be encouraged but would be difficult to police</p> <p><u>Signage</u> 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 to allow arrangement of suitable space to accommodate the meeting participants and ensure social distancing. The clerk to be accompanied by a councillor as a lone-worker safeguarding measure.</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 20th July 2020</p> <p>Signage installed throughout Church House by CliC and the Town Clerk Signage also posted on the Town Council notice board on Market Place.</p> | <p>Done</p> <p>Done</p> <p>Pending</p> <p>Done</p> |