



## **COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ**

- Horley Town Council comprises 5 staff, 2 caretakers and a complement of 17 councillors.
- It is public facing to receive residents, visitors and contractors every Monday-Friday during core business hours, 10am-4pm.
- The building is a single storey, providing front and rear access with a Community Hall attached which can accommodate up to 60 people. It is used for public meetings and other council business as well as private hire for regular and ad hoc recreational activities.
- The building has a small foyer and a small equipped kitchen where staff, councillors and hirers can make drinks and heat food.
- There are separate male/female and disabled toilets with handwashing facilities.
- The offices and hall are cleaned thoroughly every day by caretakers with good quality cleaning and antibacterial products which are stored in a secure cupboard.
- The Edmonds Hall is accessed by a rear entry door and this is separate from the Council offices which are situated at the front of the building.
- The building is locked and alarmed outside core business hours and has 24-hour security monitoring, 7-days a week.



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Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
<p><b>Working at or visiting Horley Town Council.</b></p>	<p><b>Exposure to person(s) suffering from COVID-19 or displaying symptoms.</b></p>	<p><b>Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.</b></p>	<p>HTC follows Government guidance and restrictions on social distancing to help spread the transmission of COVID-19. The HTC office is closed to the public during periods of full lock down. HTC operates combined working from home with occasional visits to office to do essential tasks or assist members of the public by prior appointment.</p>	<p>Ensure relevant signage is displayed with the latest information (including hygiene procedures and social distancing rules).</p>	<p>HTC Staff</p>	<p>Ongoing</p>	<p>Guidance and recommended risk control measures will be taken directly from Public Health England, the Gov.UK website and other reliable sources and kept under regular review.</p>



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Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms.	Staff - through the spread of infection and other safety precautions to protect staff being compromised.	The Staff Handbook is followed on working arrangements for staff to comply with health and safety regulations and the Council's protocols. A Homeworking Policy has been adopted by HTC with DSE and Risk Assessments of the working environment in place for all staff. Separate protective Perspex screens have been installed in the HTC office and mobile screens are available for use in other areas.	Ensure staff are consulted and kept up-to date on arrangements put in place to maintain their health, safety and welfare during the course of their work.	Town Clerk	Ongoing.	The Staff Handbook is accessible by all staff and kept regularly updated.



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Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	<p>The Council's caretaker and maintenance contractors check the building daily and signs a register for insurance purposes.</p> <p><b>When Council offices are open:</b> No admittance by anyone displaying symptoms. The Public Health England (Local Health Protection Team) will be notified immediately of any incident where it is known that a person(s) has tested positive.</p>	Monitor daily feedback from the Council's caretaker and maintenance contractors and follow up on any actions required.	HTC Staff	Ongoing.	None.



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Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	Hand Sanitisers provided at entrance/exits and kitchen/toilets.	Keep supplies monitored.	HTC Staff	Ongoing	
			Rigorous hygienic cleaning of all areas by caretakers in place daily.	Keep monitored.	HTC Staff	Ongoing	All areas checked after use and extra cleaning put in place as required.
			Visitors to be permitted entry through intercom system and assisted by staff member through office kiosk which has a secure, protective dividing-screen. All person(s) must wear face	Use PPE to manage requests, receive supplies and process transactions.	HTC Staff	Ongoing	



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Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	masks and other PPE as appropriate.				
			Visitors' contact details held to support the <b>NHS Test &amp; Trace Programme</b> (including QR code check-in) in compliance with GDPR.	Immediate action taken if exposure to COVID-19 known.	HTC Staff	Ongoing	If necessary, measures will be taken to close the building as directed, to prevent infection spreading.
			BACS/contactless payments are preferred methods of payment for HTC services. Cas transactions will be handled with the use of appropriate PPE, followed by rigorous hygienic cleaning.	Hands free card reader required for processing transactions safely.	HTC	Completed 29/07/20	



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Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms.	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	Staff and councillors to be provided with PPE (face masks, face visors and disposable aprons) to use on the premises as needed.	Keep supplies monitored.	HTC Staff	Ongoing	
			Use of Edmonds Hall by all Hirers will be subject to organisers meeting full compliance on Covid-19 prevention.	Maintain regular communication with all Hirers on resuming sessions or ad hoc bookings. Permit extra time between lettings for cleaning.	HTC Staff	17/5/21	All hirers to provide COVID-19 Risk Assessment and Action Plan to demonstrate safety measures to protect their members during sessions.



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Local Authority: Horley Town Council

Assessment carried out by: J Walsh, Town Clerk

Assessment Date: 1 March 2021

Date of next review: Annual Review – March 22\*

*\*This COVID-19 Risk Assessment will be kept under review intermittently and whenever there are any significant changes made in line with public health guidelines or by Government.*

*This COVID-19 Risk Assessment was carried out with due diligence, in consultation with Horley Town Council staff, councillors and the following advice sources:*

[www.hse.gov.uk/simple-health-safety/risk](http://www.hse.gov.uk/simple-health-safety/risk), [www.hse.gov.uk/disability/](http://www.hse.gov.uk/disability/), [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

*Surrey Community Action, National and County Associations of Local Councils (NALC, SSALC)*

Any queries in relation to this COVID-19 Risk Assessment should be directed to:

Joan Walsh, Town Clerk

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