



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 16 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.



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

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
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.	No admittance by anyone displaying symptoms. If any person(s) present in the building tests positive for COVID-19, all person(s) who have been in contact with them will be asked to quarantine themselves for up to 14 days. The Public Health England (Local Health Protection Team) will be notified immediately of the incident.	Ensure relevant signage is displayed with the latest information (including hygiene procedures and social distancing rules).	HTC Staff	Ongoing	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.



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

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
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 in small groups and assisted by staff member through office kiosk which has a secure, protective dividing-screen.	Use PPE to manage requests, receive supplies and process transactions.	HTC Staff	Ongoing	



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

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
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.	Visitors Record held with contact details to support the NHS Test & Trace Programme in compliance with General Data Protection Regulations (GDPR).	Immediate action taken if exposure to COVID-19 known.	HTC Staff	Ongoing	If deemed necessary, measures will be taken to close the building as directed, to prevent the spread of infection.
			BACS/contactless payments are preferred methods of payment for Town Council services. Any cash 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	



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

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
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. Withdraw kitchen facilities until safe to reopen.	HTC Staff	1/9/2020	All hirers to provide COVID-19 Risk Assessment and Action Plan to demonstrate safety measures to protect their members during sessions.



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

Local Authority: Horley Town Council

Assessment carried out by: J Walsh, Town Clerk

Assessment Date: 4 August 2020

Date of next review: Annual Review - August 2021*

**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, www.hse.gov.uk/disability/, 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

Horley Town Council, 92 Albert Road

HORLEY RH6 7HZ Tel: 01293 784765 Email: town.clerk@horleytown.com