

# CHIPPENHAM TOWN COUNCIL RISK ASSESSMENT

ACTIVITY;	Customer Services (Toilets Closed to the Public)	DATE;	6.7.20	REVIEW DATE;	
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Please note that the general principles of this risk assessment should be followed at all times. However, where a task-specific assessment is issued the contents thereof should take precedence. If in doubt, the individual(s) involved should cease work and seek the advice of their Line Manager/Supervisor.

L = LIKEIHOOD THAT HAZARDOUS EVENT WILL OCCUR	C = CONSEQUENCE OF HAZARDOUS EVENT	R = RISK RATING	ACTION
1 – VERY UNLIKELY	1 – INSIGNIFICANT – NO INJURY	1-2	NO ACTION – NO FURTHER ACTION BUT ENSURE CONTROLS ARE MAINTAINED AND REVIEWED
2 – UNLIKELY	2 – MINOR – MINOR INJURIES NEEDING FIRST AID	3-6	MONITOR – LOOK TO IMPROVE AT THE NEXT REVIEW OR IF THERE IS A SIGNIFICANT CHANGE
3 – FAIRLY LIKELY	3 – MODERATE – UP TO 3 DAYS ABSENCE	8 – 12	ACTION – IMPROVE WITHIN SPECIFIED TIMESCALE
4 – LIKELY	4 – MAJOR – MORE THAN 7 DAYS ABSENCE (RIDDOR)	15-16	URGENT ACTION – TAKE IMMEDIATE ACTION & STOP ACTIVITY IF NECESSARY. MAINTAIN EXISTING CONTROLS RIGOROUSLY
5 – VERY LIKELY	5 – CATASTROPHIC – DISABILITY/DEATH	20-25	STOP – STOP ACTIVITY & TAKE IMMEDIATE ACTION

DESCRIPTION OF HAZARD & HAZARDOUS EVENT	WHO MIGHT BE HARMED	WHAT RISK CONTROLS ARE CURRENTLY IN PLACE?	CURRENT RISK RATING			ARE FURTHER CONTROLS NEEDED?	DATE TO BE COMPLETED BY	RESIDUAL RISK RATING		
			L	C	R			L	C	R
Global Health Pandemic Covid 19 Spread of Covid-19 Coronavirus	Staff Members of the public Cleaners Contractors Vulnerable groups Elderly,	See separate Working in offices with Covid-19 risk assessment  Screens • Screens in place on Customer service desk to form a barrier between staff and	2	5	10	Screens to have a hatch so correspondence can be passed in				

	<p><b>Pregnant workers, those with existing underlying health conditions</b></p> <p><b>Anyone else who physically comes in contact with you in relation to your business</b></p>	<p>customers.</p> <ul style="list-style-type: none"> <li>• Clear signage to mark out a clear queuing system with 1meter+ social distancing</li> <li>• Clear signage to mark out a one way system for entrance and exit.</li> </ul> <p>Reduce cash handling and use card payments where possible.</p> <p><b>Hand Sanitiser</b></p>			<p>between safely.</p> <p>Signs monitored to ensure they are placed in the correct position.</p> <p>Signs with directional arrows used and screens to stop any deviation of routes.</p> <p>Card machine to be wiped down after every use. If cash is handled staff to wash their hand immediately afterwards.</p> <p>Extra hand sanitizer stations to be made available for customers entering and exiting Customer services</p>				
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