



# Dorchester Town Council

## Covid-19 Risk Management Guide for Opening the North Square Office

### 1. Introduction

The Council is appreciative of the Government's position in regard to lockdown and the easing of it over the next few weeks and months.

Most importantly the Council must ensure that it can adhere to the Government's guidelines in respect of social distancing and the need to adopt social distancing into the NS offices.

### 2. Impact Assessment of Covid-19 in the Local Area

The impact of Covid-19 in rural Dorset has consistently been lower than other parts of the country. At the time of writing there were no Covid-19 related deaths in the last 72 hours at DCH with admissions at a low rate of 3 in the last 48 hours.

The local situation to be reviewed regularly and should a significant uptick in the numbers become apparent the closure of the office be considered.

### 3. New Office Procedures

*Note - There will be a good supply of hand gel sanitiser, antibacterial spray sanitiser provided*

- Employees to gel their hands immediately after entering the building at the provided gel point
- Employees to wash their hands regularly and more often
- Only one person to use the stairs at a time
- Only one person to use the corridor leading to the downstairs office / kitchen at a time
- Only one person to be in the kitchen at one time
- Employee to sanitise kitchen after use
- Employees to sanitise the toilet after use
- Employees to sit two metres apart and respect social distancing guidelines
- Office to be sanitised prior to return
- The photocopier to be sanitised after every direct contact

- Employees to frequently sanitise any other objects and surfaces that are touched regularly

#### 4. Employee Responsibilities

- Employees should not attend the office if they have any Covid-19 symptoms
- Employees should not car share with other employees
- Employees to follow Government guidance if using public transport
- To comply with the new office procedures
- To observe any changes to Government guidance

#### 5. Commitment to Employees

- The office will be thoroughly sanitised prior to being opened
- The office to be regularly cleaned and sanitised
- The procedures will be regularly reviewed and changed if they are found not to be working
- The office opening hours and working times to be reviewed
- Appropriate social distancing signage to be provided
- Management will communicate the need to abide by the rules to all staff by e-mail on a daily basis
- Family at home – Management to recognise personal situations in accordance with Government guidance and good employment practice.

#### 6. The Benefits of a Return to the Office

- To provide an enhanced service to our customers
- To provide solidarity with the High Street shops
- Limiting employee density levels will allow for suitable social distancing
- Employees will have the opportunity to get used to and adhere to the new safety measures and procedures
- The ability to issue / authorise documents to the public
- The long term wellbeing of employees

#### 7. Visitors / Customers to the Office

- The office opening hours to be initially 1000 – 1400, then reviewed with a view to a phased full return to the standard opening hours.
- All visitors to gel their hands at the gel point immediately on entering the reception area
- All visitors to report to the front desk and should not be invited into the offices
- Cash not be taken – BACS payments only
- Social distancing to be observed, floor tape to mark where staff are to stand to ensure the 2m rule
- Front reception door to be left open
- Reception bell to be sanitised after each contact
- Notice explaining procedures for visitors to be provided

8. Meetings

- Face to face meetings in the office with non employees should be avoided where possible, it is expected that meetings will not take place in the offices as there is no available space in the offices
- If there is no choice and a meeting is required to take place all staff working should be informed prior to the meeting and all social distancing protocols followed
- The meeting organiser to sanitise the meeting room after use
- Those non employees entering the office to confirm that they are not suffering any Covid-19 symptoms
- Staff are encouraged to hold meetings outdoors, at the rear of the Corn Exchange or Borough Gardens

9. Members

- Members to be discouraged from coming into the office. Attendance will be via appointment and only when the business to be conducted cannot be undertaken in a different way

10. Museum Staff

- County Museum staff to agree to abide by these guidelines
- County Museum staff to only attend the office in numbers agreed by the Deputy Town Clerk.
- No meetings to be conducted on site and no guests admitted to the site
- A copy of the DCM Covid 19 risk assessment to be provided to the Deputy Town Clerk prior to attendance at the office

11. Dealing with post and deliveries

- Post and Packages to be placed in an appropriate area and left untouched for 72 hours
- Post and Packages that require immediate opening to be sprayed with sanitiser and left for a minimum of five minutes
- Staff to wash hands immediately after any contact with post or packages

12. Risk Assessment – See below.

13. Decision and Review – That the offices be opened to staff and public (public to be restricted to 10.00am to 2.00pm Monday to Friday). This documentation shall be reviewed weekly. The formal decision notice is set out at the end of this document.

Steve Newman  
Deputy Town Clerk  
Dorchester Town Council  
3 June 2020

## Office Risk Assessment

Risk	Risk Level	Control	Responsible Person	Risk Level after Control
Lack of Social Distancing – Exposure to Covid-19 leading to infection resulting in catching coronavirus	Unacceptable	<p>Social distancing measures to be put in place. Reduce number of persons in any work area to comply with 2m rule</p> <p>Employees not to sit directly opposite each other</p> <p>Only one person in the kitchen, corridors and stairs at one time</p>	Everyone	Acceptable
Lack of Office Cleaning – Exposure to Covid-19 leading to infection resulting in catching coronavirus	Unacceptable	<p>Office to be cleaned twice a week</p> <p>Office to be sanitized prior to return</p> <p>Office to be sanitised at the start of each week</p>	Everyone	Acceptable
Lack of Hand Washing - Exposure to Covid-19 leading to infection resulting in catching coronavirus	Unacceptable	Employees to wash hands frequently and thoroughly using the facilities provided	Everyone	Acceptable
Lack of Emergency Protocol - Exposure to Covid-19 leading to infection resulting in catching coronavirus	Unacceptable	Employee to immediately notify their line manager if they or anyone else their household is suffering Covid-19 Symptoms. They must stay at home and follow the protocol laid out by Government.	Everyone	Acceptable
Clinically Vulnerable staff - Exposure to Covid-19 leading to infection resulting in catching coronavirus	Unacceptable	Clinically vulnerable or extremely vulnerable, as defined by Government guidance, should continue to work from home	Employee	Acceptable

Mental Health	Variable	Management to promote mental health and wellbeing awareness to staff during the pandemic and to offer whatever support is possible. Concerns about staff to be reported to line manager as soon as possible	Everyone	Acceptable
Lack of Face Masks - Exposure to Covid-19 leading to infection resulting in catching coronavirus	N/A	Employees are not required to wear face masks to protect against the virus. Government advice on this matter to be monitored to ensure no change to present position. Employees are of course welcome to use a face mask if they so desire so long as they follow Government advice on the correct usage and removal.	N/A	N/A
Wearing of Gloves - Exposure to Covid-19 leading to infection resulting in catching coronavirus	N/A	The wearing of gloves is not deemed to be necessary within office environments. Government advice on this matter to be monitored to ensure no change to present position. Employees are welcome to wear gloves if they so desire but if they do then Government advice on the correct usage and removal must be followed.	N/A	N/A

Risk Assessment completed by Steve Newman, Deputy Town Clerk  
12 June 2020

**DORCHESTER TOWN COUNCIL**

**COVID-19 RISK ASSESSMENT**

**DECISION NOTICE**

Site Name and Address : Dorchester Town Council Offices, 19 North Square,  
Dorchester, DT1 1JF

Date of Risk Assessment : 12 June 2020

Date of Decision : 12 June 2020

The Council has undertaken a Covid-19 risk assessment to identify whether sufficient measures can be put in place to allow the Town Council Offices to be open to staff and public. We have considered the requirements for Social Distancing, Cleaning and hygiene as part of this assessment, using government requirements in place at the time.

**DECISION : That the North Square office to be open to staff and public (public opening times 10.00am – 2.00pm Monday to Friday).**

Signed : *Steve Newman*

This decision will be reviewed weekly