

WEEDON PARISH COUNCIL COVID-19 (CORONAVIRUS) RISK ASSESSMENT

RISKS TO HEALTH

Subject	Hazard	Likelihood	Impact	People Exposed	WPC Control (including actions already taken)	Responsibility
Public Meetings	Exposure to Coronavirus in confined spaces	High	High	Parish Councillors, Parish Clerk and members of the public	<p>Postpone all public council meetings and notify Councillors and public.</p> <p>Post minutes, agenda and other necessary information on Parish notice boards and website.</p> <p>Institute remote meetings by video link.</p>	Clerk /Chair
Park (green space)	Over-use by residents and increased risk of exposure to Coronavirus following Park re-opening	Low-Medium	High	Members of the public, maintenance contractors and staff	<p>Posting of signs at park entrances regarding compliance by visitors to the park with all latest government guidance (current at the date of each review of this risk assessment) on use of open spaces including social distancing and gatherings.</p> <p>Requiring all maintenance contractors and staff to adhere to government guidelines and work away from members of the public.</p> <p>Confirming any requirements of insurers.</p> <p>Ensuring all third party organisations wishing to use the Park for events do so only after consultation with Councillors to confirm their plans to adhere to all latest government and other requisite guidance.</p> <p>Positioning picnic benches at a distance from each other.</p> <p>Reviewing use on a weekly basis.</p>	<p>Clerk/Chair</p> <p>All Councillors</p>

Park (playground equipment area)	Increased risk of exposure to and transmission of Coronavirus	Medium	High	Members of the public	<p>In accordance with latest government and BALC guidance for managing playgrounds and any additional requirements of insurers, initiating agreed action plan (after consideration of all key factors) for re-opening the playground equipment area safely with the following measures:</p> <ul style="list-style-type: none"> • Weekly inspection to ensure site safety (in addition to regular maintenance inspections); • Posting of clear and appropriate signage; • Communication with residents via email, and publication of guidance on village website and noticeboards to confirm steps taken to manage risks and ensure public safety; <p>Undertaking the following specific measures to comply with relevant guidance in the particular setting of the Weedon playground equipment area:</p> <ul style="list-style-type: none"> • Establishing separate entry and exit points to the playground using 1m high flexible fencing; • Installation of a freestanding sanitising unit to encourage the use of hand sanitiser on entry; • Posting of clear signs reminding users of recommended guidelines and, in addition: that all children are to be supervised; to use hand sanitiser on entry; to refrain from entering if the number of users prevents distancing; that no food or drink is to be consumed in the playground area; not to leave litter. • Fencing off the small playhouse which might otherwise encourage children to gather. <p>Reviewing use and measures taken on a weekly basis.</p>	Clerk/Chair/All Councillors
Voluntary Work	Transmission of Coronavirus during voluntary work	Medium	High	Parish Councillors and members of the public	<p>Publication of and compliance with latest government recommendations on social distancing issued to all volunteers in Weedon Community Support Group which is supported by the Parish Council.</p> <p>Suspension of all other voluntary work.</p>	Clerk/All Councillors

Graveyard	Increased risk of exposure to and transmission of Coronavirus	Low	High	Members of the public, funeral directors and others involved in funerals.	<p>Posting of signs at graveyard entrance regarding compliance by visitors to the graveyard with all latest government guidance (current at the date of each review of this risk assessment) including that on funerals, social distancing and gatherings.</p> <p>Confirming all maintenance contractors and staff adhere to government guidelines and work away from members of the public.</p> <p>Reviewing use on a weekly basis.</p> <p>Ensuring all third party organisations wishing to use the Graveyard for events (eg Remembrance Sunday event) do so only after consultation with Councillors to confirm their plans to adhere to all latest government and other requisite guidance.</p>	Clerk/ All Councillors
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RISKS TO THE PROPER FUNCTIONING OF THE PARISH COUNCIL

	Hazard	Likelihood	Impact	People Exposed	WPC Control (including actions already taken)	Responsibility
Public Meetings	Non-attendance of Councillors and clerk at remote video link meetings for any reason – quorum of the Parish Council is three	Low	Low	Parish Councillors, Parish Clerk	Identify potential risks to all Councillors and clerk and mitigate	Clerk /Chair All Councillors
	Postponement of Annual parish Meeting – LGA 1972 sets requirement for this to be convened between 1 March – 1 June	High	Low	Parish Councillors, clerk and members of the public	<p>Monitor guidance from NALC.</p> <p>Unprecedented times. Government directives to supersede existing legislation.</p> <p>Post reports from village community groups on website.</p>	Clerk/Chair

	Postponement of Annual Parish Council Meeting – LGA 1972 sets requirement for this to be convened in May	High	Low	Parish Councillors, Parish Clerk	Monitor guidance from NALC. Unprecedented times. Government directives to supersede existing legislation.	Clerk/Chair
Decision-making	Inability to make decisions	Low	Low	Parish Councillors	Monitor on a continual basis all current Coronavirus guidance (including from Government and NALC) and action an email consultation between the all Councillors and the Parish Clerk on any required changes to this Risk Assessment, and the controls identified in order to comply with such guidance. Any Councillor to be able to trigger a review at any time. Additional online Parish Council Meetings to be initiated with appropriate notice as required for new issues.	Clerk/Chair/ All Councillors
Finance	No access to accounts software/internet banking	Low	Low	Parish Clerk	Parish Clerk/Responsible Financial Officer to access remotely. Any spending approved and payments noted by Councillors via online meeting.	Clerk/RFO/ All Councillors
	Inability to pay invoices	Low	Low	Parish Clerk	Any spending approved and payments noted by Councillors via online meeting.	Clerk/RFO/ All Councillors
	Inability to meet statutory duties with regard to end of year accounts, including signing off the Annual Return	Low	Low	Parish Clerk	Parish Clerk/RFO to maintain bank accounts and prepare end of year accounts as planned. Accounts deadlines extended by 2 months.	Clerk/RFO/ All Councillors

Communications	Inability to keep in touch with fellow Councillors, parish Clerk, partners and community groups	Low	Low	Parish Councillors, Parish Clerk and members of the public	Publish all details on Parish Noticeboards, website and by email as required.	Clerk/ All Councillors
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Adopted: 8th June 2020, Reviewed 5 November 2020

Next Review Date: 18 November 2020 or, if earlier, the change in any guidance

NB: Government regulation and guidance updated 3 November 2020 introduced new national restrictions having effect from 5 November and which are legally enforceable. These are to discourage social mixing and are essentially: stay at home and avoid meeting people you do not live with except for specific purposes. You may exercise or meet outdoors in a public open space but only with: people you live with; your support bubble; or (when on your own) one other individual. Outdoor playgrounds may remain open. Social distancing remains at 2m or, where this is not possible 1m with face covering, or outdoors, or in well ventilated spaces. Face coverings must be worn for all close contact services. Children under 11 are exempted from wearing face coverings. Government guidance on managing playgrounds is updated to 5 November 2020 and has been considered in this risk assessment.