Aldborough and Thurgarton Parish Council

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| **Covid 19 Risk Assessment 2020** | | |
| The following risk management table identifies as far as possible, the risks facing Aldborough & Thurgarton Parish Council, assesses those risks, addresses the risks and will apply during the 2020 Coronovirus pandemic.  A simple risk assessment matrix is used to calculate likelihood and impact as recommended good practice in Governance & Accountability 2016 published by the Joint Practitioners Group as follows:   |  |  |  |  | | --- | --- | --- | --- | | Highly Likely (3) | Medium (3) | High (6) | High (9) | | Possible (2) | Low(2) | Medium (4) | High (6) | | Unlikely (1) | Low (1) | Low (2) | Medium(3) | |  | Negligible (1) Impact | Moderate (2) Impact | Severe(3) Impact | | | |
| **Service Area** | **Risk** | **Action** |
| Play Area, Aldborough Green | Transmission of Virus to users  After Government Restrictions lifted, there may be a risk, if kept closed, the play area could be used anyway due to public knowledge of lifted restrictions  *Medium risk* | Open play area and provide Notice stating:  1. Be Covid aware  2. Keep to social distancing guidelines  3. Please supervise children for hygiene  4. Wash hands/sanitise before using play equipment and wash hands/sanitise when returning home |
| Clerk/Contractors working | Transmission of virus at physical meetings or whilst working  *Medium risk* | Clerk works from home  Continue virtual meetings as long as possible  *See “Meetings” below*  Contractors (mainly grass cutting) work outside and would follow their employer guidelines  No other maintenance work to be done until lockdown restrictions lifted |
| **Service Area** | **Risk** | **Action** |
| Meetings | Transmission of virus to attendees of physical meetings  Transmission of virus to other users of building  *Medium risk* | Hold virtual meetings where possible  At physical meetings:  (a) provide hand sanitiser at entrance with notice asking attendees to use it on entering and on leaving  (b) encourage wearing of masks  (c) place seating/tables 2 metres apart in larger room/hall  (d) when leaving meeting  keep chairs/tables used separate from others – leave a note of time and date used  (e) keep list of attendees for 21 days to assist “Track & Trace”  (e ) follow venue guidelines |
| Approved …………………………… |  |  |