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:

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| --- | --- | --- | --- |
| 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 |

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| **Service Area** | **Risk** | **Action** |
| Play Area, Aldborough Green | Transmission of Virus to usersAfter 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 aware2. Keep to social distancing guidelines3. Please supervise children for hygiene4. 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 homeContinue virtual meetings as long as possible*See “Meetings” below*Contractors (mainly grass cutting) work outside and would follow their employer guidelinesNo other maintenance work to be done until lockdown restrictions lifted |
| **Service Area** | **Risk** | **Action** |
| Meetings | Transmission of virus to attendees of physical meetingsTransmission of virus to other users of building*Medium risk* | Hold virtual meetings where possibleAt 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 meetingkeep 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 …………………………… |  |  |