

# Risk Assessment

<b>Assessor Name</b>	T Walker	<b>Job title or Role</b>	Parish Clerk	<b>Date</b>	17/5/21
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<b>Activity or Process</b>	Parish Council Meeting (Risk from Covid-19)	<b>Location</b>	Florence Nightingale Memorial Hall or other indoor venue
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**Assessment of Risks** - Severity x Likelihood x Persons affected. Use scoring matrix on page 2

No	Description of Hazard	Risk Rating				Control Measures To reduce risk to lowest level reasonably practicable.	Residual Risk			
		S	L	P	Score		S	L	P	Score
1	Risk of catching or passing on Covid-19 at a parish council meeting	3	3	5	45 Med	<p><b><u>Follow the latest government guidance</u></b> See – <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><b><u>Set out the main control measures on the agenda when issued</u></b></p> <p><b><u>Ask for written representations in advance to reduce numbers attending</u></b></p> <p><b><u>Notify the parish clerk in advance if you are attending so that numbers can be controlled</u></b></p> <p><b><u>Scan the venue QR code on arrival if you are using the NHS app or leave your contact details for track and trace purposes</u></b></p> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing with soap and water</li> <li>• See hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels</li> </ul>	3	2	5	30 Low

- Gel sanitisers in any area where washing facilities are not readily available

**Cleaning**

Cleaning and disinfecting objects and surfaces that are touched regularly using appropriate cleaning products and methods.

**Social Distancing**

Reducing the number of persons in any meeting room to comply with the current legislation.

Adhering to the Government advice regarding the number of people allowed in the meeting room at any one time.

Social distancing guidelines apply to all parts of the building, not just the area where attendees are meeting. This includes entrances, exits and toilets.

**Wearing of Face Coverings**

Wearing of face coverings whilst in the building if this is required under government guidance.

**Ventilation**

Room to be ventilated.

**Attendees**

Meetings should only be attended by those who need to attend, and the length of the meeting should be restricted to ensure that the meeting is kept to a minimum time. The sharing of pens, documents and other objects should be avoided.

**Symptoms of COVID-19**

If anyone has COVID symptoms with a new continuous cough or a high temperature, then they should be advised not to attend any meetings until after a safe quarantine period has elapsed.

If advised that an attendee of a past meeting has developed COVID-19 and were recently on your

						premises, then all other attendees should be informed of the situation and advised to self-isolate.				
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**Risk Assessment Scoring Matrix - Severity x Likelihood x Persons Affected**

S - SEVERITY	L - LIKELIHOOD	P - PERSONS AFFECTED	RISK SCORE & ACTIONS
<b>5 - VERY HIGH</b> – Causing multiple deaths, major environmental disasters, or the loss of a building or business.	<b>5 - VERY LIKELY</b> - Almost certain to happen.	<b>5- MEMBERS OF THE PUBLIC</b> - Could also include staff and other workers	<b>71-125 Critical (C)</b> Stop activity and seek further advice
<b>4 - HIGH</b> - Causing death or serious injury, medium environmental damage or valuable property loss.	<b>4 - LIKELY</b> - Probable that this will happen.	<b>4 - STAFF AND OTHER WORKERS</b>	<b>51-70 High (H)</b> Seek further advice
<b>3 - MODERATE</b> - Injury or disease that is reportable under RIDDOR, minor environmental damage or loss of work equipment.	<b>3 - POSSIBLE</b> - May happen, but only if other factors such as human action cause it.	<b>3 – STAFF ONLY</b>	<b>31-50 Medium (M)</b> Upgrade control measures. Reduce risk rating to <30 or as low as practicably possible.
		<b>2 - PROPERTY AND ENVIRONMENT ONLY</b>	
<b>2 - LOW</b> - Injury that would lead to time off work, repairable equipment or some environmental damage.	<b>2 - UNLIKELY</b> - May happen, but only in unusual conditions.		<b>11-30 Low (L)</b> Upgrade control measures if risk is not as low as practicably possible.
<b>1 - SLIGHT</b> – Injury that would not prevent person from working, no damage to equipment or environment.	<b>1 - VERY UNLIKELY</b> - May happen, but only if deliberate actions are taken to cause it.	<b>1 - NIL</b> - nothing and nobody affected	<b>0-10 Insignificant (I)</b> - No action

**Annual Review (For ongoing activities)**

	Date	Comments	Name of Reviewer
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3.			