

Wicklewood Parish Council - Risk Assessment in relation to Covid 19 – to be read in conjunction with the general risk assessments

What are the hazards?	Who might be harmed?	Controls required	Additional comments	Action by whom?	Action by when?
Spread of coronavirus Covid 19	Staff	Both of the council staff work from home usually. No additional measures required	When council meetings resume in person, risk will be reassessed	Clerk	When council meetings resume
	Users of the Village Hall	<ol style="list-style-type: none"> <li>1. The Parish Council is responsible for ensuring that the hall is clean for users.</li> <li>2. Hand sanitation to be available at entrance with notice to use.</li> <li>3. Each hirer (other than private personal hire) to be responsible for producing a written risk assessment for their activity to be reviewed by the parish council</li> <li>4. Each hirer to keep a list of people attending and contact details to ensure that if one develops symptoms, others who were present at the same time can be notified and advised to isolate.</li> <li>5. Private, personal hire, eg family parties, by individual agreement with booking clerk in liaison with clerk if required</li> </ol>	<ol style="list-style-type: none"> <li>1. In liaison with cleaners</li> <li>2. Clerk to source, cleaners to renew as required</li> <li>3. Parish Council will not approve risk assessment but may make suggestions</li> <li>4. Clerk to be notified if this occurs</li> </ol>	<ol style="list-style-type: none"> <li>1, 3, 4 Clerk initially then Booking clerk after returning to work from furlough</li> <li>2. Clerk/ cleaners</li> <li>5. Booking clerk</li> </ol>	By 7 <sup>th</sup> July and then ongoing with each new booking
	Cleaners	<ol style="list-style-type: none"> <li>1. Gloves to be worn, facemasks optional.</li> <li>2. The two cleaners regularly work together. There are no other persons present when they are cleaning.</li> <li>3. In addition to usual tasks, particular attention to be given to ensuring that all door handles, toilet flushes, light switches, all parts of the key safe and kitchen surfaces are cleaned with an appropriate cleaner.</li> <li>4. First clean before initial opening, water heaters to be turned back on, all taps run for at least 5 mins and all</li> </ol>	<ol style="list-style-type: none"> <li>3. Include fire exit bar. Users may use this door to have a one way in and one way out system</li> </ol>	<ol style="list-style-type: none"> <li>Clerk initially then Booking clerk after returning to work from furlough</li> </ol>	By 7 <sup>th</sup> July and then ongoing

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		toilets to be flushed twice to ensure all standing water is cleared through the system. To leave the room while taps are running to ensure water droplets are not breathed in (legionella risk)			
	Councillors	<ol style="list-style-type: none"> <li>1. Currently all Council meetings are taking place virtually</li> <li>2. Individual Councillors may attend the hall for various maintenance activities. Eg meter reading, bulb changing etc. There would be no contact with other people. Use of hand sanitizer encouraged</li> </ol>	When council meetings resume in person, risk will be reassessed	Clerk	When council meetings resume
	Contractors	Contractors may attend the hall on occasion for maintenance, repairs, H&S work. They are unlikely to have contact with other people (other than their own colleagues). Their company risk assessments would be in play	Use of hand sanitizer encouraged.	N/A	
	Users of the Play area	<ol style="list-style-type: none"> <li>1. The play equipment has just received, and passed its annual safety inspection from RoSPA</li> <li>2. The play equipment will be safety inspected on a monthly basis</li> <li>3. Signs have been erected to remind users to maintain social distancing.</li> <li>4. Signs have been erected to remind users to bring, and use hand sanitizer</li> </ol>	As the play area is not fenced and there are no staff on site, it is impossible to monitor or control usage. Appropriate signage in place to remind users of correct use	Playground officer	Ongoing
Financial implications of Covid 19	Staff	<ol style="list-style-type: none"> <li>1. The booking clerk has been furloughed while hall closed. When hall reopens the demand is likely to be much reduced as children's groups will not initially resume. Bring back clerk on reduced hours under amended furlough scheme.</li> <li>2. With hall usage much reduced and the children's groups not meeting there will be much less need for general cleaning, Cleaners to initially come back one day a week</li> </ol>	<ol style="list-style-type: none"> <li>1. To be agreed with booking clerk</li> <li>2. Agreed by dance teacher, to be discussed with cleaners</li> </ol>	Clerk	By 7 <sup>th</sup> July