

Hemswell Cliff Parish Council – Risk Assessment for Parish Council Meetings

Persons at Risk: Parish Cllrs, members of the public, Clerk, teaching staff/pupils/visitors to the school

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)**

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2			4 – 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low

Version:
1.0

Date June 2020
To be reviewed regularly in line with Government COVID-19 guidance

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										risk
No	HAZARD	Assessment				CONTROL MEASURES TO REDUCE THE RISK	Re-assessment			
		S	L	W	R		S	L	W	R
1.	Those categories as "Very High Risk" possibly contracting Covid 19	5	4	0	20	Comply with Government Guidance issued at the time. Current advice as at 16 June is to continue to isolate so anyone in the high risk group (clinically extremely vulnerable) https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ Should not attend any Parish Council meetings until this advice changes. When this is the case then a further risk assessment will take place on attending a meeting safely.	5	1	0	5
2.	Those living with "Very high risk" individuals within their household and /or dependent transmitting Covid 19 to them.	5	3	0	15	Comply with Government Guidance https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/living-with-someone-at-high-risk/ Including social distancing. May decide on balance not to attend until the guidance for the category above changes.	5	1	0	5
3.	Anyone wishing to attend the meeting without knowledge of symptoms or asymptomatic	5	3	0	15	<ul style="list-style-type: none"> • Signs on all entrance doors reminding people not to enter if they are experiencing symptoms • Signage informing anyone attending of what COVID symptoms are • Reminder on the notice of meetings and website/social media. • Those attending the meeting to adhere to Social Distancing (SD) rules and where needed SD enforced. • Sanitiser to be made available before the meeting. • Try not to touch door handles where possible – you will be escorted to the meeting room. 	5	1	0	5

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						<ul style="list-style-type: none"> Chairman and Clerk to implement cleaning of door handles and table/chairs before and after the meeting. 				
4	Any individual attending the meeting starts to have Covid 19 symptoms during the meeting.	5	3	0	15	<ul style="list-style-type: none"> Individual MUST leave the meeting immediately Individual MUST self-isolate and remain at home Clerk to notify Head Teacher of the incident immediately – obtain emergency contact details prior to the meeting. Meeting to be disbanded and all people attending must follow Government Guidelines on self isolation. 	3	2	0	6
5.	Lack of social distancing/spacing of Cllrs/members of the public at the meeting	5	3	0	15	<ul style="list-style-type: none"> People attending the meeting to be escorted from the front entrance to the meeting room and social distancing to be followed. Notice on the front entrance door to reminding about social distancing and the process for entering the building. Chairman and Clerk to organise the meeting room so that the required social distancing is followed. Encourage not to use toilets but if so one in and one out and sanitising afterwards. Papers will be sent in advance by email, no sharing of equipment, papers or pens. Minutes to be printed off at least 72 hours in advance of the meeting and sealed in a plastic binder. Meeting to be held in the main hall not the Room of Requirement School is closed so usage of the hall has been minimal 	4	1	0	4
7	Insufficient cleaning of open buildings to reduce the infection risk	4	3	0	12	<ul style="list-style-type: none"> Liaise with the school prior to the first meeting to find out what cleaning regime is in place and what we are expected to do. School to commission a deep clean if hazard four happens. School to inform the Clerk if there is a need for the school to close and the meeting cannot go ahead at this venue. Basic cleaning equipment i.e. wipes will be make available at the meeting. 	4	2	0	8

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8.	Members of the public attending the meeting	5	3	0	15	<ul style="list-style-type: none"> Members of the public to be reminded of the need for social distancing. Members of the public will be directed to seating and escorted from the front entrance. Actions for hazard four to be followed if a member of the public displays symptoms during the meeting. 	4	1	0	4
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*each square to be colour coded to suit the risk rating

Persons detailed below have read and understood this Risk Assessment

Name	Signature	Date

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