

Risk assessment –WORK PLACE, FACILITIES and OPEN SPACES

Staverton Parish Council

Assessment carried out by: June Jones, Parish Clerk

Date of next review: July 2020

Date assessment was carried out: 16 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Corona virus	<p>Parish Clerk</p> <p>Councillors</p> <p>Volunteers such as the Editor of the Newsletter</p>	<p>Clerk and Councillors working from home</p> <p>Editor to contact Clerk and Councillors by phone or email and limit visits</p>	<p>Comply with Government Guidelines to Social Distance of 2 metres, Hand Sanitise following Government guidelines and limit outside activity and reduce risk of contact with others as much as possible.</p> <p>Follow self-isolating guidelines if applicable.</p>	<p>Parish Clerk</p> <p>Councillors</p> <p>Editor</p>	<p>Action needs to start immediately.</p>	<p>Yes</p>

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	<p>Members of the Public and delivery drivers who visit premises or interact outdoors.</p>	<p>Make sure that visitors to households stand back by 2 metres at front doors and outside. Councillors Councillors work from home and during the pandemic have limited their activities to email and telephone conversation as much as they can. When meeting with other councillors, the public and contractors, the 2 metre social distancing guidelines are followed.</p>	<p>Limit contact and try to avoid contact when handing over parcels. Rather than visit, phone or have email conversations.</p>	<p>Parish Clerk And Councillors</p>	<p>Action needs to start immediately</p>	<p>Yes</p>

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		<p>Editor of Newsletter The Editor already works from home and does not need to physically meet with others. Contact is through email and telephone.</p>				
<p>WORK PLACE, FACILITIES & OPEN SPACES</p> <p><u>Playing field</u> Tennis Court</p> <p><u>Village Hall</u> The Kitchen The Two Toilets The Store Room by kitchen</p>	<p>Councillors and the Parish Clerk</p> <p>Hirers of the playing field and the village hall. The Cleaner.</p> <p>Contractors who check the fire equipment, electrical appliances and</p>	<p>Follow Government guidelines on self-distancing and hand washing.</p> <p><u>Tennis Court:</u> A separate risk assessment has been carried out with guidelines. Rules and regulations have been posted at the</p>	<p>Limit visits to homes, places of work unless necessary to carry out work schedules. Follow all guidelines on self-distancing and hand washing. Try not to touch surfaces.</p> <p>Tennis Court: Monitor the situation very closely for people who are not following the rules. Close</p>	<p>Councillors and the Parish Clerk</p> <p>Tennis Court: Cllr Shaw will monitor and regularly sanitise the court as</p>	<p>Immediately</p> <p>This will start immediately the court is opened to the public.</p>	<p>Yes</p> <p>Yes</p>

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<p>The Store Room holding chairs The Store Room holding tables and cupboards</p> <p><u>The Play Area at School Lane</u></p> <p><u>Other Peoples homes</u></p>	<p>service the gas boiler.</p> <p>Other contractors</p> <p>Users of the tennis court and playing field such as adults, children, pregnant women, disabled people and those who are vulnerable to the disease.</p> <p>Children and adults who use the play area</p>	<p>court and posters warning about hand sanitizing and self-distancing for 2 metres. Separate documents are available to view.</p> <p><u>Playing field:</u> A separate risk assessment has been carried out on the playing field. Posters advising self-distancing and hand sanitising have been placed at each entrance. The main gate to the car park has been chained shut preventing vehicles from entering the ground.</p>	<p>the court if rules are ignored.</p> <p>Playing Field Hirers: Monitor the situation very closely for people who are not following the rules. Ban hirers from the field if they do not follow Government Guidelines. Chair Simon Richardson, Cllr Jeff Gibson and Cllr Lindsay Shaw regularly monitor the field and those using it. Hirers to carry out their own risk assessments and this applies to the Youth Football Teams. Teams must follow the guidance to limit to groups of no more than 6 people and social distance for 2 metres. Footballers to provide their</p>	<p>necessary. He will keep a record of when he visits the court and action taken.</p> <p>Playing Field Users: The three named Councillors will patrol the field report back and take action as required if guidelines are ignored.</p>	<p>Immediately.</p>	<p>Yes</p>

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		<p>The football goals have been moved so they cannot be used.</p> <p>Hirers: Hirers will have it written into the Terms and Conditions that they must follow the strict Government Guidelines on the Corona Virus pandemic when using the field. Such as social distancing of 2 metres and no groups of more than 6.</p> <p><u>The Village Hall:</u> As per the Government Guidelines the</p>	<p>own footballs and equipment.</p> <p>Toilet at Village Hall: The Parish Council is unable to offer a safe cleaning service for the toilet at the village hall at present so this will remain closed until further notice.</p>			

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		<p>village hall has been shut and this includes the toilet, kitchen and storage facilities.</p> <p><u>The Play Area:</u> As per the Government Guidelines the play area has been closed and signs posted.</p>				
Corona virus in the Work Place	Parish Clerk, June Jones	<p>The Parish Clerk's workplace is her home. She has been following all the Government Guidelines with regard to her workplace and interactions with</p>	<p>Office at Home: The office is not accessed by the general public or any other unauthorised person. The area is regularly cleansed, especially the keyboard and other office equipment. Hand washing immediately on entering the house after being outside is strictly</p>	Parish Clerk	With immediate effect	Yes

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		<p>Councillors and members of the public. Hand washing is carried out often and surfaces regularly cleansed.</p> <p>Workplace surfaces such as the keyboard and mouse are also regularly cleansed.</p> <p>A face mask is worn when deemed necessary.</p>	<p>carried out and all plastic covered packages are cleansed when entering the home.</p> <p>Visiting Councillors to get cheques and other documents signed: These are put in an envelope and posted through the recipient's letter box unless immediate signature required when social distancing of 2 metres is carried out to pass over envelopes.</p> <p>Zoom Meetings: As from May 2020 Zoom Virtual Meetings will be held by Staverton Parish Council until Town/Parish Councils are allowed to meet with the public in village halls</p>			

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			<p>and venues. All minutes to be taken virtually for Zoom meetings for the foreseeable future. Agendas and minutes to be posted on website and noticeboards as normal.</p> <p>Meeting with the Public: The Public will be encouraged to speak on the telephone or email and not to visit her home unless absolutely necessary. Social distancing of 2 metres will be followed.</p>			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/