

Coxhoe Parish Council Risk Assessment Form

Event/Activity Name:	Corona Virus All Services Risk Assessment	Date:	16.09.2020	Venue:	All Venues and Services
-----------------------------	---	--------------	------------	---------------	-------------------------

Activity taking place: Risk assessment for the spread of corona virus to seek to protect employees, councillors and the public.

Highlighted controls are those most specific to youth provision.

(1) Activity / Area of Concern i.e. what is taking place as part of the event/activity?	(2) Hazards Identified i.e. what can cause harm?	(3) Persons at Risk i.e. who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) i.e. determine level of risk	(5) Actions and Controls to be Taken to Minimize each Risk i.e. what action can you take to lower the level of risk, and who will do this	(6) New Risk Factor (high, medium or low) i.e. risk factor after action taken to minimize risk
Spread of Covid-19	That people are not kept up to date with correct information, and staff are not aware or involved; equality is compromised	<ul style="list-style-type: none"> • Council staff • Volunteers • Councillors • Visitors to premises • Contractors • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with anyone in relation to the council • Members of the community 	Medium	<ol style="list-style-type: none"> 1. Queries to the Council from the public to be signposted to official advice (Clerk, Admin Officer); Youth Workers to provide information about the clubs, directed by Senior Youth Worker; Council and Youth club work to follow guidance from relevant organisations e.g. Government, National Youth Agency, SLCC, NALC, ACAS, HSE, FA 2. All staff to be made aware of Risk assessment; all staff to be consulted about this Risk assessment prior to any face to face activity resuming, whether outdoor or indoor, and all concerns acted upon; Clerk wrote to all staff in March outlining procedures and sent update letter to staff in June; further letter to be sent to all staff prior to any face to face activity taking place (Clerk); Re-state that we are all responsible for health and safety in the workplace; ‘five steps to working together’ poster to be displayed confirming risk assessment completed; the control measures from this risk assessment to be followed in all venues 3. Equality to be considered in all risk assessments including access to buildings and activities; Clerk to oversee risk assessments for all activities and assess for equality; staff to be 	Low

				re-advised of equality policy	
Council services	That youth clubs are not operated safely and work locations are not safe; duty of care breached	<ul style="list-style-type: none"> • Council staff • Young People • Employees of other organisations 		<p>4. Senior Worker present to ensure hand washing facilities are available in all venues: soap, water, paper towels, and sanitiser available for each location; Clerk to ensure hand washing guidance to be sent to staff https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and posters to be provided in each venue; Young people to be asked to wash or sanitise hands on arrival, during and after any activity indoors; manager present is to oversee this is done</p> <p>5. Clerk/Senior Youth Worker to risk assess each individual activity with reference to national guidance; follow up to date national guidance on use of equipment; e.g. no sharing art equipment (use small boxes/cases to provide equipment for individuals), no games where hands touch the ball</p> <p>6. Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using anti-bacterial cleaner and wipes, and toilets to be cleaned between each group; bins to be emptied after each session; senior person present to ensure cleaning materials including aprons are available and to nominate responsible worker(s) at each session</p> <p>7. Social Distancing: Clerk/Senior Worker to risk assess each location and reduce the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency (which will mean fewer numbers and limiting numbers accordingly for youth clubs); identify all 'pinch points' and a process for staff and young people e.g. entrance/exit, using the toilet but maintain distancing; use own pen to sign in at village hall; one person only to handle the signing in at youth clubs; reminders for all staff about social distancing in letter prior to face to face activity; mark out distancing areas for young people or if needed for a particular activity; give young people staggered start times to allow time to wash hands on arrival; Senior worker present to remind all staff and service users at the start of each session and to</p>	

				<p>monitor this throughout each session; activity to be stopped/changed immediately if distancing is compromised; back to back or side to side working are to be implemented wherever possible; each worker to be allocated a particular workstation which is distanced from others</p> <p>8. Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided; staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely; staff to be reminded that wearing of gloves is not a substitute for good hand washing; staff to receive instruction on safe removal of gloves (Clerk/Senior Youth Worker); Public Health guidance on the use of personal protective equipment to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>9. If it is not mandatory or risk assessed to wear a mask, any member of staff will be able to wear one if they wish, without question, and will not be asked to remove it.</p> <p>10. The wearing of masks and gloves will be considered in each activity's individual risk assessment; in a work location where they are not normally worn, this is not usually beneficial where social distancing and other measures can be maintained (Government guidance: Working safely in offices and contact centres); if an individual relies on lip reading or clear sound, arrangements must be made to ensure their needs are met e.g. by use of face shields, clear masks if suitable.</p> <p>11. If in different rooms of a location with young people, use radios wherever possible to limit movement around building</p> <p>12. Music can be played in the background but only to be controlled by a nominated staff member and the Senior Worker present must, with all staff, ensure that there is no need for voices to be raised unduly (in practice this will mean small groups of young people in one location only, for youth clubs)</p>	
--	--	--	--	--	--

				<p>13. Doors and windows to be open wherever possible to provide good ventilation</p> <p>14. Equipment should not be shared; if this is unavoidable, equipment to be cleaned after each use with anti-bacterial cleaner; phones must not be shared</p> <p>15. Young people's temperature will usually be taken on entry using a forehead thermometer and if anyone has a high temperature they will not be admitted to the session and parents will be contacted to collect their child; staff members will wait with the young person outside the session at least 2m distant, until the child is collected. If anyone is displaying symptoms at youth clubs, the parents of the other young people present will be phoned to advise them as soon as possible and ask if they wish to collect them; the session leader to ensure staff clean the relevant areas as soon as possible and that all present wash or sanitise hands again Kitchen to be used by one member of staff at a time who cleans it thoroughly afterwards</p> <p>16. Any drinks must be prepared by a staff member; for youth clubs, gloves and a mask must be worn while preparing drinks and distancing must be maintained; if not possible due to room size, drinks will not be provided but bottled water will always be available if needed urgently; tuck shop not to be available currently but if available must only sell pre-packaged goods</p> <p>17. First aid: should be given from as much distance as possible, masks and gloves and aprons must be available; first aid trained staff to be made aware: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm and https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19; in an emergency, distancing does not have to be adhered to but sanitation must be adhered to by thorough handwashing and there will be a good supply of protective equipment e.g. masks and aprons</p>	
--	--	--	--	--	--

				<p>18. Cash handling: to be discouraged; gloves to be worn; any change to be put in an envelope; cash to be passed over a table in a box, or use a cash counter to maintain distancing of 2m; cash to be handled by one person only (can ask another to watch while counted and countersign)</p> <p>19. Arrangements to be made for young people to queue outside youth clubs if needed, with 2m distances marked, either outside the building or in another room if not in use</p> <p>20. Consider staff working in smaller teams (particularly for any work that must be done closer than 2m – each activity to be separately risk assessed)</p> <p>21. Senior Worker present must ensure information is provided and that everyone is following all guidance provided by each location with reference to distancing, PPE, any one way system, use of the toilets, cleaning and all other controls identified by the Council and the relevant location (toilets must be available whether indoor or outdoor activity)</p> <p>22. Nominated person at each location to inventories and record PPE, cleaning equipment and sanitiser stocks and advise Clerk when re-ordering required</p> <p>23. Senior staff member to ensure there is a statement on expected behaviour on the form and a Covid explanation/disclaimer; adopt a consistent response for behaviour breaches e.g. if a child coughs over another child; printed posters for arrival at sessions (e.g. wash hands, no coughing on other people, follow guidance)</p> <p>24. Invite two senior ambassadors or youth club staff to check the area and ask questions before face to face activity resumes and provide information and reassure parents and guardians by putting photos and information on website and social media</p> <p>25. Ask young people on arrival to confirm they have not got symptoms of Covid-19 and are not aware they should be self-isolating; add this to membership form.</p>	
--	--	--	--	---	--

				<p>26. Youth clubs remain closed while facilities are closed; decision on re-opening will be made by Clerk and Senior Youth Worker, with Council decision if deemed necessary</p> <p>27. Session duration should be made shorter to reduce the risk of young people becoming more relaxed about distancing as well as allowing staff time to organise, move items and clean before and after</p> <p>28. Send information out to parents and young people before any face to face activity takes place, to advise that activities must be pre-booked to limit numbers; forms must be completed to agree parents and/or young people are aware of the requirements; giving details of safety measures and reiterate social distancing and get up to date contact details</p> <p>29. Identified single point of contact for staff is the Clerk, and in the Clerk's absence, the Chair and/or Vice Chair</p>	
	<p>Employees are affected; for example extra mental health pressures, have to self isolate, need time off to look after someone else, are worried about the virus and don't want to come to work, staff needing time off to look after someone else, are not clear on reporting procedures in case of sickness and do not recognise signs and symptoms of the virus; are required to</p>	<ul style="list-style-type: none"> • Council staff 		<p>30. Staff are encouraged to work from home while this is still encouraged by government and while locations are closed; Clerk to address any issues with home working; home assessments are not required where home working is temporary; exchange risk assessments between organisations (Coxhoe Village Hall, Quarrington Hill Community Centre and Active Life Centre) and check that they have identified and implemented measures to be 'covid secure'; ensure these can be met for our staff and there are no contradictions between risk assessments and that staff are made aware of the location's risk assessment or control measures before working there; ensure the locations have been cleaned before use or the parish council to arrange cleaning before use; line managers to ensure staff are aware of and understand each relevant location's own control measures; ensure that each location has had legionella testing and that the water system is in use before drinking water; bottled water to be supplied if staff in location without access to drinking water</p> <p>31. Staff are not to be asked to share a vehicle or provide transport for anyone</p>	

	quarantine e.g. after return from holiday			<p>32. Line managers to promote mental health and wellbeing to staff in letter and 1:1s, and offer whatever support they can to help: https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ and to circulate details of other information</p> <p>33. Clerk to write to all staff reiterating reporting procedures and that they must report to their manager if they have symptoms of Coronavirus or are advised to self-isolate (perhaps by the Test and Trace system)</p> <p>34. Clerk to ensure managers are aware of all relevant procedures; ensure managers are aware of the signs and symptoms and procedure if someone becomes unwell at work or reports as unwell; Council policies to be followed –for example emergency time off for dependants; guidance according to Council policies, Green Book and contemporaneous government advice; Auxiliary staff available for youth clubs if needed, and they must be kept up to date with activity and guidance</p> <p>35. Staff to be asked to contact line manager if a member becomes ill, current advice at the time to be followed and Clerk to be advised</p> <p>36. Line managers to ensure ICE numbers on phones; Clerk send letter to ask staff to update ICE numbers if needed</p> <p>36. Letter sent to staff in March with information including asking if they have any underlying health issues to please contact the Clerk straightaway; letter to be sent again asking staff to contact the Clerk now or in the future if they have underlying health conditions as listed in govt guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#going-to-work, prior to any face to face activity; measures to be taken to address the particular risks, for example to continue home working</p> <p>37. Records of shifts to be clearly kept (for at least 21 days, for track and trace) recording hours worked and which staff present</p>	
--	---	--	--	---	--

				38. Staff will be given work from home duties if required to quarantine	
	Someone becoming ill while at work, or someone who was working/using the service develops the virus	<ul style="list-style-type: none"> • Council staff • Volunteers • Councillors • Visitors to premises • Contractors • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with anyone in relation to the council 		<p>39. If anyone becomes unwell with symptoms (currently NHS advises these are a new continuous cough {continuous means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours - if you usually have a cough, it may be worse than usual} or a high temperature or a loss or change to sense of smell or taste) in the work location, they will be sent home by line manager or session leader and advised to follow the stay at home guidance; if this is a young person the guidance at point 15 will be followed so the young person can be collected. Further action would be taken if required if the person reports they have received a positive test result.</p> <p>40. Advice note on the signs, symptoms and what to do, to be provided to managers by the Clerk, sent to staff and displayed visibly for staff, prior to any face to face activity taking place (different letters may be required if the activity is indoor or outdoor)</p> <p>41. If advised that a member of council staff or public has developed Covid-19 and were recently on the premises (including where staff member has visited other premises), the management team of the council will use and take advice on procedure which may include contacting the Public Health Authority or Test & Trace Service to discuss the case identifying people who have been in contact with them and will take advice on any actions or precautions that should be taken, which may include being asked to self-isolate for 14 days from their last contact with the positive case; ask on the weekly booking form for youth clubs that people confirm they will advise staff if a positive test is received in the ten days after being present at a session.</p> <p>42. If anyone with suspected Coronavirus has been in the workplace, appropriate cleaning to take place: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	

	<p>Council unable to meet meaning decisions are delayed; unlawful practice may occur e.g. annual meeting held outside of legal time frame or decisions made not in public meetings; lack of staff meetings hinder team working and progress</p>	<ul style="list-style-type: none"> • Councillors • Council staff 		<p>43. NALC and CDALC will provide advice; managers to be proactive about asking for advice when needed 44. Virtual meetings to be held when needed, Council purchased Zoom subscription 45. Broad delegation passed to Clerk, on 23 March 2020 and reaffirmed on 23 June 2021, in consultation with the Chair/Vice Chair where necessary, so that Council business can continue 46. Staff and Staff/Cllr meetings including 1:1s to be held virtually unless it is necessary to meet face to face (e.g. to exchange equipment, sign papers, training); where meetings need to be held physically, social distancing to be maintained; equipment and frequent use areas to be cleaned frequently using anti-bacterial cleaner or wipes, and frequent handwashing; instructions from the location to be followed; senior manager to ensure the area is cleaned after each use (follow all control measures in this assessment)</p>	
	<p>Risk to Council services: Allotment tenants' needs not met; grounds maintenance not upkept; other contractors not able to fulfil obligations; defibrillator checks not carried out; deliveries risk spread; data protection may be compromised; events may need to be cancelled/run differently; litter picks not undertaken</p>	<ul style="list-style-type: none"> • Council staff • Volunteers • Councillors • Visitors to premises • Contractors • Members of the community 		<p>47. Clerk sent letter to allotment tenants promoting social distancing; Council to follow any national guidance and update tenants as necessary 48. Grounds maintenance service ongoing 49. Clerk request updates from contractors and consider any action required 50. Clerk to follow DCC lead for opening Council office or re-assess as needed (cannot be re-opened while hall is closed); advise that we encourage contact by phone or email but people can be seen by appointment; visitors to the office (e.g. to exercise public rights) will be asked to use hand sanitiser first and must stay by or sit on a chair which is identified for that purpose and is cleaned and exchanged after any use; staff member to ensure lone working policy and risk assessment are followed if needed but preferable to have two members of staff in the office/hall, judgement to be used on individual situation; staff to keep a record of the visitor and a way of contacting them for 21 days; visitors may be asked to remove face covering if it is necessary to prove identification (e.g. for</p>	

				<p>Subject Access Request); poster stating these measures to be displayed</p> <p>51. Deliveries to office must be taken at distance and if possible do not sign using their equipment</p> <p>52. AGAR approved in Zoom meeting on 10 June</p> <p>53. Clerk/Admin Officer always ensure defibrillator checks are completed; sanitising and hand washing before and after</p> <p>54. Records of service users and other confidential documents to be stored on Council laptops only, by all staff</p> <p>55. Clerk to keep up to date with latest official information and cancel/postpone/rearrange events, litter picks and any other activity if official advice states this or if risks thought to be too great; publicise cancellation of events; rule of six applies to litter picks</p>	
	That members of our community are at risk	<ul style="list-style-type: none"> Members of the community 		<p>56. Council working with partners to co-ordinate a community response to assist with e.g. shopping and social isolation (which has separate risk assessment)</p> <p>57. Youth staff providing activities and signposting for young people</p>	
	Local lockdown is implemented	<ul style="list-style-type: none"> Everyone 		<p>58. All government advice will be followed and staff will be informed as soon as possible and advised of the impact on working and services; relevant information to be made public</p>	
	Risk assessment is not up to date or properly implemented	<ul style="list-style-type: none"> Everyone 		<p>59. Clerk and Senior Youth Worker to undertake training in measures on Covid-19</p> <p>60. Risk assessment requires weekly review (more often if appropriate) by Clerk (or Senior Worker for youth club activities)</p>	

Name of person completing Risk Assessment (printed): Claire Llewelyn

Signature: C Llewelyn

Date: 16 September 2020

Date of Review	Reviewed by	Comments
29.09.20	C Llewelyn	No amendments

08.10.20	C Llewelyn	Amended to state temperature checks, explain symptoms and detail measures in case someone becomes ill at work/youth club
14.10.20	C Llewelyn	Addition of point 25
16.10.20	C Llewelyn	Added that rule of six applies to litter picks
23.10.20	C Llewelyn	No amendments
30.10.20	C Llewelyn	Addition to point 41 that people are asked to advise if a positive test is received within ten days of presence
06.11.20	C Llewelyn	No amendments; national lockdown does not affect any aspect of this risk assessment
13.11.20	C Llewelyn	No amendments
20.11.20	C Llewelyn	No amendments
27.11.20	C Llewelyn	No amendments
01.12.20	C Llewelyn	No amendments
08.12.20	C Llewelyn	Amended point 41
11.12.20	C Llewelyn	Amended point 39
18.12.20	C Llewelyn	No amendments
04.01.21	C Llewelyn	No amendments
08.01.21	C Llewelyn	No amendments
15.01.21	C Llewelyn	No amendments
22.01.21	C Llewelyn	No amendments
29.01.21	C Llewelyn	No amendments
05.02.21	C Llewelyn	No amendments
12.02.21	C Llewelyn	No amendments
19.02.21	C Llewelyn	No amendments
26.02.21	C Llewelyn	No amendments; national route to lockdown will be followed
05.03.21	C Llewelyn	No amendments
12.03.21	C Llewelyn	No amendments; note the need to consider risk assessment of potential return to face to face meetings
19.03.21	C Llewelyn	No amendments; note updated guidance from Government and National Youth Agency to consider in return of face to face youth activities
26.03.21	C Llewelyn	No amendments
01.04.21	C Llewelyn	No amendments
09.04.21	C Llewelyn	No amendments
16.04.21	C Llewelyn	No amendments; note updated guidance from Government and National Youth Agency with a view to returning to face to face youth work
23.04.21	C Llewelyn	No amendments
06.05.21	C Llewelyn	No amendments
14.05.21	C Llewelyn	No amendments; additional risk assessment in place for return to face to face meetings for Council
21.05.21	C Llewelyn	No amendments; no amendments to additional risk assessment in place for return to face to face meetings for Council following face to face meeting this week

04.06.21	C Llewelyn	No amendments
11.06.21	C Llewelyn	No amendments
18.06.21	C Llewelyn	No amendments
25.06.21	C Llewelyn	No amendments
02.07.21	C Llewelyn	Added reaffirmation of broad delegation to Clerk
09.07.21	C Llewelyn	New government announcement to be confirmed next week; risk assessment will be amended as appropriate
16.07.21	C Llewelyn	New government measures announced. No change to risk assessment or control measures. Distancing and masks will be requested at Council services. National Youth Agency guidance to be reviewed and any amendments agreed.