



# Whitfield Parish Council - Risk Assessment

Activity: Coronavirus COVID-19 precautions

Prepared by: J Goodsell

Issue Number: 4

Location: Recreation Ground, Pavilion, Garage, Workshop and Storage areas

Verified by: J Matcham

Issue Date: December 2021

Hazard	Risk	HML	Control Measure in place	Improvement/Action/Review
<p>Transmission of COVID-19 between persons either directly or indirectly</p> <p>Changes to Government Regulations and Guidance</p>	<p>Risk to:</p> <ul style="list-style-type: none"> <li>• Staff,</li> <li>• Councillors,</li> <li>• Visitors,</li> <li>• Members of the Public</li> <li>• and Contractors</li> </ul> <p>while using Parish Council Recreation Ground and its Buildings</p>	<p>Med</p>	<p>Parish Clerk and Chairman will keep up to date with all relevant guidance issued by the Government, Public Health England or the NHS regarding COVID-19 and to update this Risk Assessment whenever Regulation or Guidance changes</p> <p>This Risk Assessment is applicable to persons using the Recreation Ground and its buildings and facilities.</p> <p>The public's use of public areas of the Recreation Ground are not covered by this Risk Assessment as access to these areas is not controlled and the public are expected to take their own precautions regarding Social Distancing, personal hygiene and cleansing of personal items brought on to the Recreation Ground.</p> <p>Government Regulation and Guidance is likely to change at short notice and require closure of some or all of the Children's Play Areas, MUGA, Adult Gym, Buildings, Facilities, Garage, Workshop and Offices. When any areas are closed they may only be entered by individual Members of Staff with the permission of the Parish Clerk and for essential reasons only, following these precautions:-</p> <ul style="list-style-type: none"> <li>• Anyone entering the Recreation Ground Buildings will sanitise their hands before entering and after exiting and securing the building.</li> <li>• The alarm keypad will be wiped clean before and after use.</li> <li>• Any work areas or equipment used will be cleaned before and after use. Hands should be thoroughly washed after such cleaning.</li> <li>• While individuals are in the buildings, entry by any other person will be refused unless entry is necessary to carry out an essential task and providing that social distancing can be guaranteed.</li> </ul> <p>Essential Grounds Maintenance, Waste collection, cleaning and Health and Safety checks can be carried out by Parish Council employees providing that:-</p> <ul style="list-style-type: none"> <li>• Social Distancing is maintained at all times, from both Staff and Members of the Public.</li> <li>• Hands are washed or sanitised before and after work and regularly during work.</li> <li>• Tools and equipment are cleaned before and after use. Tools and equipment should not be shared without sanitisation between users.</li> <li>• Internal cleaning of the Pavilion should be carried out as normal using the standard cleaning products with frequently touched surfaces (such as door handles and work surfaces) being cleaned with an anti-viral / bacterial wipes.</li> </ul>	<p>Clerk / Chairman to monitor changes in and update this RA as required.</p> <p>See separate Risk Assessment for Play Areas and Adult Gym</p> <p>Facilities only to be re-opened after full Risk Assessment and inspection of the areas are carried out.</p> <p>Staff entering the buildings or any areas under heightened restrictions will familiarise themselves with all precautions to be taken beforehand, and will report any difficulties to the Clerk immediately.</p> <p>If at any time staff feel that their safety is compromised by the actions of others or other factors, they should secure the area and withdraw to a place of safety and summon help.</p> <p>The circumstances leading to the incident shall be reported to the Clerk as soon as practical to do so.</p>



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Transmission of COVID-19 between persons either directly or indirectly due to illness or suspected symptoms	<p>Risk to:</p> <ul style="list-style-type: none"> <li>Staff,</li> <li>Councillors,</li> </ul> <p>while carrying out functions of the Parish Council.</p>	High	<p><b>Symptoms of COVID-19</b> Staff and Councillors should inform the Parish Clerk or Chairman if they or a member of their household suspects or has confirmed COVID-19 Virus.</p> <p><b>Do Not</b> access Parish Council Facilities if you or a member of your household suspects or has confirmed COVID-19 Virus.</p>	
Transmission of COVID-19 between persons either directly or indirectly	<p>Risk to:</p> <ul style="list-style-type: none"> <li>Staff,</li> <li>Councillors,</li> </ul> <p>while carrying out functions of the Parish Council.</p>	Med	<p>The Parish Office shall be closed to the Public.</p> <p>Council formal and informal meetings can take place using the separate Meetings Precautions Risk Assessment</p> <p>To facilitate normal function of the Parish Council and discharge of its statutory duties, precautions have been implemented in line with Government Guidance.</p> <ul style="list-style-type: none"> <li>The Parish Clerk and Deputy Clerk will work from home and should carry out a Workstation and Display Screen Equipment assessment to ensure safe and comfortable working conditions.</li> <li>Only essential visits to the Parish Office must be made for documents, supplies or equipment or to carry out essential tasks which cannot be done by home working.</li> <li>The Parish Clerk will keep regular contact, via phone, email or other remote means, with all staff to assign work, check on their well-being and to ensure the requirements of all applicable Risk Assessments are understood and adhered to at all times.</li> <li>Any problems relating to carrying out any task or relating to COVID-19 precautions should be reported to and discussed with the Parish Clerk or Chairman.</li> <li>Some essential procedural processes will require personal contact with Staff, Councillors, or Contractors to receive and deliver goods and services, paperwork, to obtain signatures and to conduct site visits. These interactions should be kept to a minimum and Social Distancing and good Personal Hygiene shall be used to ensure all relevant Guidelines are met.</li> </ul>	<p>All Staff should be aware of measures that should be taken when lone working and report any difficulties to the Clerk or Chairman. Staff should be aware of mental health issues and feeling isolated due to home working and maintain regular contact with other staff and Councillors.</p>



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Transmission of COVID-19 between persons either directly or indirectly	<p>Risk to:</p> <ul style="list-style-type: none"> <li>All people entering the while using Parish Council Recreation Ground Buildings</li> </ul>	Med	<p>In addition to keeping records of working Staff and Councillors on the premises, all other persons entering the Parish Council Buildings, for reasons other than making a delivery or collection, must comply with the NHS Test and Trace requirements and provide their name and contact details.</p> <p>The hirer of the facilities shall be responsible for collecting the details of users for their event or function.</p> <p>A QR Code shall also be displayed to enable people to 'check in' as an alternative to providing their contact details.</p>	<p>Information shall be made available to NHS Test and Trace on request.</p> <p>Entry should be refused to anyone not providing details or using the QR Code.</p> <p>Entries in the register shall be destroyed after 21 days.</p>



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		High	<b>Symptoms of COVID-19</b> Staff and Councillors should inform the Parish Clerk or Chairman if they or a member of their household suspects or has confirmed COVID-19 Virus.	
		Med	<b>Do Not</b> access Parish Council Facilities if you or a member of your household suspects or has confirmed COVID-19 Virus.  If anyone becomes unwell with a new continuous cough, a high temperature, or other COVID-19 symptoms in the workplace they will be sent home and advised to follow the stay at home guidance. Parish Clerk / Chairman will maintain regular contact during this time. If the person is too ill to go home an ambulance should be called.	
		Med	If advised that a member of staff or public who has recently been in the Council buildings has developed COVID-19, the Clerk or Chairman will contact the Public Health Authority to discuss the case and ask advice on any actions or precautions that should be taken. <u>NOTE:</u> If it is suspected that a confirmed case of COVID-19 infection was contracted through work there may be RIDDOR reporting requirements	
		Med	<b>First Aid</b> For any minor first aid treatment the individual may be requested to provide first aid to themselves (e.g. applying a plaster).	
		High	An individual requiring urgent 'hands on' first aid should be treated cautiously and an ambulance should be called. If close proximity treatment is essential, gloves, face covering and goggles / face shield should be used by the First Aider. The injured person should wear a cloth / face covering which does not interfere with their breathing to prevent possible respiratory spread of potential virus.	
		Med	<b>Emergencies</b> In the event of a fire alarm or other emergency, the car park is the designated Emergency Assembly point. Group Leaders / Facility Hirers will be responsible for carrying out the roll call and instructing all persons to maintain Social Distancing.	



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