BOTUS FLEMING PARISH COUNCIL COVID-19 VIRUS RISK ASSESSMENT

1. RISKS TO HEALTH

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS (Actions already taken to control the risk)
Public Meetings	Exposure to Covid-19 virus in confined spaces	HIGH	Parish Councillors, Parish Clerk & Members of the public	• Postpone all public council meetings & notify Councillors and Public • Cancel all Committee Meetings • Post Minutes, Agendas and other necessary information on Parish Notice boards, Website and Social Media. • Institute remote meetings of BFPC by video link for councillors, clerk and public.
Recreation Field	Increased use by residents and increased risk of exposure to virus	HIGH	Members of public Grass Maintenance Contractor & Staff	Posting of signs at recreation field entrance regarding social distancing and other methods of avoiding passing on the virus

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS (Actions already taken to control the risk)
	Playground Equipment	HIGH	Members of public	Equipment out of bounds and notices
Voluntary Work	Transmission of virus during voluntary work	HIGH	Parish Councillors and members of public	Suspension of all voluntary work

2. RISKS TO THE PROPER FUNCTIONING OF THE PARISH COUNCIL

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS (Actions already taken to control the risk)
Public Meetings	Non-attendance of Councillors and Clerk at remote video link meetings – Due to ill health from any cause. Quorum of Council is 3	MEDIUM.	Parish Councillors & Parish Clerk	Identify potential Risks to all Councillors & parish Clerk and mitigate
	Postponement of Annual Parish Meeting – LGA 1972 sets requirement for APM to be convened between 1st Mar-1st June	HIGH	Parish Councillors, Parish Clerk & Members of the public	• Monitor guidance from CALC • Monitor guidance from SLCC • Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS (Actions already taken to control the risk)
	Postponement of Annual Parish Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May	HIGH	Parish Councillors & Parish Clerk	- Monitor guidance from CALC - Monitor guidance from SLCC - Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation
Decision Making	Inability to make decisions	HIGH	Parish Councillors	Following the announcement to Clerks & Councillors 18th March 2020 by CALC concerning emergency powers during the current period, the following RESOLUTION has been adopted, as suggested by CALC. The Legislation allows for the Council to delegate to an Officer, but not individual members and the wording of the following resolution reflects the Law. 'That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the Community and to ensure Council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the Council'

AREA	HAZARD	RISK	PEOPLE EXPOSED	CONTROLS (Actions already taken to control the risk)
Finance	No access to Accounts Software/Internet Banking	MEDIUM	Parish Clerk	• Parish Clerk and Responsible Financial Officer to access remotely • Payments approved by Councillors via email
	Inability to pay invoices	MEDIUM		• Finance Officer • Payments approved by Councillors via email
	Inability to meet statutory duties with regards to end of year accounts Including sign off, of the Annual Return	LOW	Parish Clerk	• Parish Clerk to maintain bank accounts and prepare end of year accounts as planned • SLCC & CALC Liaising with Treasury seeking guidance
Communications	Inability to keep in touch with fellow councillors, Parish Clerk, partners and community groups	HIGH		• Details on website • Posters in Noticeboards • Plan Social Media • Cancel Meetings