Bradwell Parish Council

Covid-19 Risk Assessment

This Risk Assessment has been conducted in accordance with the applicable legislation, regulations and guidance set out by the Government and is applicable to Leo Coles Pavilion, Green Lane Playing Field and Gypsies Green. The content has been structured as follows;

1. Office Management Page 2-10
2. Vulnerable Groups (those with underlying health conditions, elderly, pregnant women) Page 10-13
3. Playing Field & Gypsies Green Page 14-16
4. General Hygiene Page 17-20
5. Personnel Hygiene Page 20-22
6. Personal Protective Equipment Page 22-23
7. Accidents, security and other incidents Page 24-26
8. Communication Page 26-29
9. Waste Management Page 29-30
10. Training Page 31
11. General Welfare Page 32-33

Note: This risk assessment recognises that Council face to face meetings cannot be held in a safe manner at this current time within the Leo Coles Pavilion. The use of other facilities for the purposes of Council face to face meeting will be assessed as to their arrangements and compliance with Government Covid-19 regulations and guidance and where necessary supplemented to address the specific use of the Council.

Risk Assessment Conducted by: Robert Carrier Signed: …(signed copy held on file)…… Date of Assessment; 23/06/2021

A review of this risk assessment shall be conducted on notification of changes to Government Covid-19 Legislation, Regulations and Central and Local Government guidance applicable to the scope of coverage. A review of compliance to the risk mitigation controls set out in the document will be undertaken in line with the government Covid-19 response roadmap 2021.

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Covid-19 Risk Assessment

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
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)	**1. Office Management** • Minimise all visitors to the office through the use of phone / virtual meetings wherever possible.		Parish Clerk	Immediate	✓
		• Minimise unscheduled face to face meetings and set appointments where possible and limit meeting durations.		Parish Clerk	Immediate	✓
		• Restrict number of people in office at any one time in	2m social distancing floor and desk signage to be applied.	Parish Clerk	Immediate	✓

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		accordance with social distancing rules. Face masks to be worn by all parties and increase frequency of hand sanitising. • Only one person to occupy Clerks office at any one time. • When Assistant Clerk is in office the meeting room to be dedicated to they use, any through traffic shall maintain		Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓

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		social distancing and wear a face mask. • The main external office door to be kept locked when the assistant clerk is working and visitors greeted at the footballer's entrance and any discussion held in the Home Team Changing room whilst maintaining social distancing. • Register and Implement the NHS QR Code	The main office door key to be kept in the lock for safety and evacuation purposes. To assist with Government Test and Trace service.	Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓

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		system and maintain a temporary record of visitor's attendance i.e. day/time and contact details on a daily basis for 21 days. • If remote council meetings are held within the council office, hybrid attendees shall be limited to two additional persons in the council office, one in Meeting Room	Signage to be applied advising that the sharing of pens, documents and other objects is to be avoided.	Parish Clerk	Immediate	✓

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		and one in Home Team changing room. Clerk using own office. • Distribution of council documents to be via electronic means where ever possible. • All personnel attending office to avoid sharing pens, documents and other objects. In the event documents have to be shared		Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓

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		disposable gloves shall be used. • Increase fresh air ventilation via open windows and doors where possible. • Use of toilet and wash basins facilities to be restricted to one person at a time (see general hygiene section for additional controls) • Shower room and changing rooms shall not be used		Parish Clerk Parish Clerk Parish Clerk	Immediate Immediate Immediate	✓ ✓ ✓

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		and where practical be locked or cordoned off to prevent use. • All Contractors and deliveries to be requested to make a specific appointment where possible, those contracted to undertake work within the parish office shall be instructed on the Covid-19 controls prior to arrival where practical and prior to		Parish Clerk	Immediate	✓

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		commencing work. • All staff should minimise unnecessary contact with delivery personnel and maintain social distancing at all times. Where practical goods received should be isolated for three days or cleaned with an antibacterial spray of surface cleaner. • **Note**; It is against the law to prevent		Parish Clerk	Immediate	✓

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		safe access to welfare facilities for delivery drivers, cleaning should be undertaken in accordance with the general hygiene section.				
Transmission / spread of Covid-19 Coronavirus	Vulnerable Groups.	**2. Vulnerable Groups (those with underlying health conditions, elderly, pregnant women)** Note: Current Government guidance for Vulnerable groups recommend they				

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		minimise face-to-face contact with people if they are outside of their household or support bubble. • In the event anyone advising they are in this group or is believed to be in this group who contacts the Parish Council office all options to respond to any requests or support should dealt with by phone or virtual		Parish Clerk	Immediate	✓

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		meeting wherever possible. • In the event the Parish Office receives an unscheduled visit from someone known to be within this group, the reason for the persons visit should be dealt with if possible outside in the fresh air whilst maintaining 2m social distancing. • If the reason for the visit,		Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓

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		scheduled or not, cannot be addressed outside the visitor should be asked prior to entering the office if not already wearing one to wear a face mask before entry (provided by the clerk) and asked to use the hand sanitiser. 2m social distancing should be maintained at all times.	An adequate stock of one time use face masks to be held within the office			

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Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**3. Playing Field & Gypsies Green** • Staff undertaking activities on the playing field and Gypsies Green should maintain 2m social distancing at all times from members of the public and contractors. • If maintaining the 2m social distancing rule is not viable than 1+m should be applied wherever		Care Taker Care Taker	Immediate Immediate	✓ ✓

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		possible with the use of a face mask. • Loose litter collection should be undertaken with care wearing thick gloves and using a litter picker and a strong black bag. • Litter bins should cleared on a regular basis to minimise the potential for overspill, the black bag liner should sealed and		Care Taker Care Taker	Immediate Immediate	✓ ✓

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		disposed of through general waste. • All activities that involve the use of electrical and rotary equipment should be undertaken in accordance with the appropriate risk assessment. • Any activity generating green waste should be disposed of through the normal waste streams.		Care Taker Care Taker	Immediate Immediate	✓ ✓

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Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**4. General Hygiene;** • If workstations are shared cleaning shall take place prior to individual use and after use. • Frequent cleaning and sanitising of all surfaces and objects that are touched regularly, in particularly areas of high use such as door handles (internal and external) light switches, desks, phones, printers, alarm system		Parish Clerk	Immediate	✓
			Daily checks to be undertaken to ensure cleaning schedule is followed by Care Taker	Parish Clerk	Immediate	✓

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		panel, wash basins, toilets etc. using an appropriate antibacterial spray or surface cleaner and method and appropriate PPE. • A waste collection bin with a disposable plastic liner shall be provided within the office entrance and Care Takers store room for the specific collection of used one time use face		Parish Clerk	Immediate	✓

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		masks and gloves. Bags should be sealed and disposed of as general rubbish. PPE should not be disposed of in recycling bins. • Cleaning of commonly touched surfaces on maintenance and general tools used by the Care Taker shall be sanitised using an antibacterial spray or surface cleaner		Care Taker	Immediate	✓

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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
		at the end of each days use.				
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**5. Personnel Hygiene;** • The provision of hand washing facilities with soap and water shall be maintained within the council office. • Signage providing guidance on hand wash shall be posted within the wash rooms. • The provision of disposable paper towels for hand drying shall be		Parish Clerk	Immediate	✓
			Guidance on a regular to hand washing for 20 seconds with soap and water and the importance of proper drying and correct disposal of paper towels to be posted in toilets and wash room.	Parish Clerk	Immediate	✓
			Hand wash paper towel bin to be emptied on a regular basis.	Parish Clerk	Immediate	✓

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		available at all times. • The provision of a designated bin with liner for the disposal of used paper wash towels shall be made available. The disposal of used paper wash towels shall be via general waste and not recycled.		Parish Clerk	Immediate	✓
		• Staff shall be encouraged to protect skin by applying emollient cream regularly.		Parish Clerk	Immediate	✓

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		• Provision of hand sanitiser shall be available within the main office entrance / footballers entrance and Care Takers store room for use by all staff and visiting personnel as appropriate.		Parish Clerk	Immediate	✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public.	**6. Personal Protective Equipment** • A stock of one time use face masks shall be maintained within		Parish Clerk	Immediate	✓

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	Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	the council office for use by the Parish Clerk and assistant clerk any personnel visiting the office where 2m social distancing cannot be maintained. • Stocks of relevant PPE for the purposes of general cleaning in addition to that defined by specific activity risk assessments shall adequately maintained		Parish Clerk	Immediate	✓

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Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**7. Accidents, security and other incidents** (In an emergency, for example, an accident, provision of first aid, fire or break in, people do not have to comply with social distancing guidelines, **if it would be unsafe**. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately				

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		afterwards including washing hands. • Ensure first aid provision and arrangements are complaint with existing procedures. • Security measures should be taken to prevent unauthorised access the office by locking the main building door and employing the doorbell as a means of visitor		Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓

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		notification when required.				

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Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**8. Communication** • Ensure information on entry restrictions and relevant Covid-19 controls for those visiting the office to be clearly displayed in a position and manner that is easily readable prior to entry. • Signage shall be displayed to support guidance on ensuring the 2m social distancing rules are easily understood on floors and desks		Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓

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		within the office where needed. • Signage to raise awareness to avoid sharing pens, documents and other objects to be displayed in the meeting room. • Hand wash guidance to be displayed within the wash room. • Complete and display confirmation of the results of this risk assessment using the Government "Staying Covid-19 Secure in 2020" poster in a place	(Last update 19th April 2021)	Parish Clerk Parish Clerk Parish Clerk	Immediate Immediate Immediate	✓ ✓ ✓

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		clearly visible to all staff and public. • All Allotment Representatives and holders shall by informed through the provision of an information note attached to the entrance gate of both Allotments detailing the guidance on Covid-19 Emergency Measures from The National Allotment Society requesting their compliance.	https://www.nsalg.org.uk/news/covid19-information/ (Reviewed 17 May 2021)	Parish Clerk	Immediate	✓

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Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**9. Waste Management** • No waste thought to be potential Convide-19 contaminated is to be disposed of through recycling waste stream. • All PPE waste shall be black bagged sealed and disposed of through the general waste stream. • Cleaning materials used to sanitise surfaces and objects to be black bagged and sealed and disposed of		Care Taker Care Taker Care Taker	Immediate Immediate Immediate	✓ ✓ ✓

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		via the general waste stream.				
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	**10. Training** • All staff and councillors are to be instructed in the requirements of this risk assessment and their understanding verified. • Compliance with these requirements is to be monitored and any deviation corrected.		Parish Clerk Parish Clerk	Immediate Immediate	✓ ✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors.	**11. General Welfare** • The welfare of all staff and			Immediate	✓

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		Councillors is of paramount importance to the Parish Council, Covid-19 has introduced restrictions that could affect their general health and welfare. The ongoing welfare of staff and Councillors shall be a consideration throughout the Parish Councils general business activities.		Parish Council Chairman and Parish Clerk.		
		• In the event the Parish Council experience an outbreak of Covid-19 involving more	PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY 0300 303 8537 option 1	Parish Council Chairman and Parish Clerk.	Immediate	✓

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		than one member of staff or councillors the PHE East of England protection Team should be notified.				

Revision Record Section		
Section	**Change / Reason**	**Date of change**
8. Communication	Communication of Covid-19 guidance to allotments holders to be posted on gates to allotments instead of by letter to home addresses, Reason; not all addresses held on file.	01/09/2020
1. Office Management	Addition of: Register and Implement the NHS QR Code system, in the control risk column	18/10/2020
1. Office Management	Amendment made In the control risk column; attendees shall be limited to two additional persons in the council office, 2m distancing and situated back to back where practical	18/10/2020
10. Training	Amendment to include; councillors to be instructed in the requirements of this risk assessment	18/10/2020

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1. Office Management	Amendment to dedicate the meeting room to the assistant clerk when in the office and the control of through traffic. In addition the meeting of visitors during this time to be greeted at footballer's entrance and discussions held in Home Team Changing room.	29/10/2020
General	Review against government road map, step 1 29th March 2021	No Change
General	Review against government road map steps 17th May & 21st June, Page 1, use of other facilities for Council face to face meetings.	23/06/2021

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