



**STOW ON THE WOLD TOWN COUNCIL**

**COVID 19 POST LOCKDOWN MEASURES RISK ASSESSMENT AND MANAGEMENT**

**Assessed by:** Mrs H Siphthorp, Clerk & RFO of the council    **Date assessed:** 8<sup>th</sup> July 2020

**Review date:** Review on at least a weekly basis until further notice.

Activity/Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity	Comments
Working in the council offices	Contact with persons suffering from coronavirus	Employees Contractors Visitors Councillors Volunteers	<p>If an employee or known visitor tests positive for coronavirus, all employees who have been in contact with that person will be instructed to quarantine themselves while further advice is sought from Public Health England/Wales local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned including any potentially contaminated high contact areas such as toilets, door handles, telephones etc.</p> <p>If a person becomes ill in a shared space, everything should be cleaned using disposable cloths and detergents, according to current recommended workplace legislation and practice.</p>	Medium	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England/Wales &amp; the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p> <p>Further guidance recommended in relation to risk control measures/ infection and will be sourced from the GOV.UK website.</p>

Working in the council offices	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Councillors Volunteers	All employees who are suspected to have been in contact with someone who has coronavirus should quarantine themselves in accordance with Government guidelines. <b>The office will be closed with immediate effect.</b>	Medium	Employees will work remotely from home.
Working in the council offices	Contact with packages or items handled by person who may have been exposed to coronavirus	Employees	There is currently no perceived increase in risk for handling post or freight from specified areas.	Medium	Guidance and recommended risk control measures will be sourced directly by Public Health England/Wales and the GOV.UK website wherever possible.
Council office	Contracting and spreading of infection	Employees Contractors Visitors Councillors Volunteers	The office is currently closed to <b>all</b> visitors except by appointment. Anyone entering the building will be asked to use the sanitiser and will be shown into main office on ground floor or office upstairs and social distancing rules adhered to. Office doors to be kept open and window opened on first floor. 2 metre social distancing must be observed.  Floor will be marked out appropriately in hall, ground floor and upstairs office.  After they leave the areas that have been touched by the visitor will be sanitised.	Medium	Ensure adequate supplies of liquid gel and bacterial wipes.  Need confirmation from Centre 67 trustees that this area is out of bounds to them without prior appointment.
Council office	Contracting and spreading of infection	Employees	First employee to enter the building will sanitise all areas and it is left to employees to clean their own workstation including any equipment etc. Each employee must use their own equipment, for instance, pens, stapler etc and definitely no sharing.	Low	Ensure adequate supplies of liquid gel and bacterial wipes.
Hall	Contracting and spreading of infection	Employees Visitors Councillors Volunteers	<b>Out of bounds</b> and not in use.	High	Currently a high risk until Centre 67 trustees Covid 19 measures in place.

Kitchen	Contracting and spreading of infection	Employees	Kitchen is <b>out of bounds</b> with exception of employees washing up cups etc and filling the kettle. Employees must wash their hands and sanitise any areas that have been touched or equipment before returning to the office.	High	Currently a high risk until Centre 67 trustees put in place Covid 19 measures.
Toilets	Contracting and spreading of infection	Employees Contractors Visitors Councillors Volunteers	<b>NO</b> toilet facilities available except for two employees who will exclusively use the "Ladies" toilet on ground floor. They will be responsible for keeping clean and sanitising after use.	High	Verbally agreed with Centre 67 trustees that this toilet is for exclusive use by council employees only. OUT OF ORDER signed erected as door cannot be locked to deter anyone using it.
Finance	Inability to pay invoices and employees	Employees Contractors Suppliers HMRC etc	Payments to be approved by councillors by email (if appropriate) and then retrospectively reported at the next council meeting.	Medium	Standing Orders and Financial Regulations to be reviewed and amended if appropriate.
	Statutory duties with regard to end of year accounts	Electorate	Council can meet all statutory duties in relation to AGAR and will be sent in ahead of the revised deadline date set by Government.	Low	
	Banking of cheques	Employees	Prompt banking of cheques	Low	Lloyds Bank Stow currently has limited opening hours so outside of these days cheques can be paid in at the Post Office using special envelopes provided.
Council decisions	Inability to make decisions		Clerk to draft a new Scheme of Delegation giving enhanced delegation to the Clerk/RFO & Chairman or Vice chairman of council.	Medium	Review and amend if appropriate Standing Orders & Financial Regulations.
Meetings	Contracting and spreading of infection	Employees Councillors Public	All meetings will take place via Zoom platform for the foreseeable future. Only <b>essential</b> meetings will take place and then with a limited agenda to contain urgent matters only.	Medium	Keep up to date with relevant Government legislation in terms of when it will be safe to return to face to face meetings. Ensure that all members are comfortable using this platform and employees to give assistance as and when required so as not to exclude any members of council or public.
Grass cutting & general horticultural work	Health and wellbeing	Employees Contractors Visitors Councillors Volunteers	Grass cutting is not an essential service but it is council's view that the town's amenity areas retain a high standard of cleanliness and maintenance for the health and well	Low	All contractors to carry out a risk assessment taking into consideration relevant Covid 19 legislation.

			being of the community to use the facilities for their daily exercise and pleasure. Contractors are responsible for carrying out their own risk assessments and adhering to Government legislation.		
Annual Council Meeting	Statutory duty that this should take place in May.	Employees Councillors Public	Council resolved not to hold this meeting until May 2021.	Low	All members including post holders to remain in post until May 2021 unless they resign.
Annual Town Meeting	Statutory duty that this take place between 1 <sup>st</sup> March - 1 <sup>st</sup> June.	Employees Councillors Public	Council resolved that this meeting will not take place in 2020.	Low	
Casual Vacancies	Filling a vacant seat		Normal procedure in place to advise CDC Monitoring Officer of any resignations and they will follow the statutory procedure. If after 14 days no election has been called for the council is authorised to co opt a new member.	Low	The earliest an election can take place is May 2021 and that includes Neighbourhood Plan referendums too.
Covid 19 information for residents	Keeping the community informed	Councillors Public	Employees to keep council website Covid 19 pages up to date and post new information as quickly as possible and put on social media and via Stow Loop if applicable.	Low	
Caring for the vulnerable in the community	High demographic of over 65's in the town	Community	Continue working in partnership with Cotswold Friends to help vulnerable residents with their shopping, collection of medications etc.	Medium	Signpost any new residents who need help directly to Cotswold Friends.
Cemeteries	Contracting and spreading of infection	Employees Councillors Public Funeral Director Grave digger	The cemeteries have remained open since lockdown. Funerals to be limited with number of mourners in line with Government guidance on social distancing etc. Employees to liaise with Funeral Director to ensure compliance.	Low	Advice can also be sought from <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic</a> Or via ICCM website and as a member council receive regular updates by email outlining changes in legislation.

Anyone with symptoms should call NHS 111 and **NOT** go to their GP or any other healthcare provider.

This document does not include risk assessment and management of the council's two play areas. See separate stand alone document.