

Woolsery Parish Council – Covid-19 Risk Plan



****The Parish Clerk is also the Responsible Finance Officer****

Area	Hazard	Risk	People Exposed	Controls	Staff
Meetings	Closure of meeting venues – Woolsery Sports & Community Hall and Bucks Cross Village Hall all meetings and bookings cancelled with immediate effect	High	Councillors Staff Public	<ul style="list-style-type: none"> Postpone call council meetings and notify Cllrs. Cancel all committee meetings Notices in noticeboards Notices on website and social media 	Clerk
	Non-attendance of Councillors, Staff, due to them meeting the vulnerable category due to underlying health conditions and requirement for isolation. Quorum of Council is 3 and Committees 3	High	Councillors Staff Public	<ul style="list-style-type: none"> Identify potential risks to all members/staff Look at alternative means of communication 	Clerk
	Annual Parish Meeting – LGA 1972 sets requirements for APM to be convened between 1 st March – 1 st June	High	Councillors Staff Public, including representation from community groups	<ul style="list-style-type: none"> Monitor guidance from NALC and DALC Seek guidance from SLCC Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation. Liaise with community groups nearer the date. 	Clerk
	Annual Parish Council Meeting – LGA 1972 sets requirement for an Annual meeting in the month of May.	High	Councillors Staff Public	<ul style="list-style-type: none"> Monitor guidance from NALC and DALC Seek guidance from SLCC Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation. 	Clerk



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Facilities	Damage to Bus Shelters	Low	Councillors Contract	<ul style="list-style-type: none"> Any damage to be reported to the Parish Clerk Parish Clerk to liaise with Councillors Repairs/maintenance to be carried out when safe to do so 	Parish Clerk Councillors Contractor
Staff and Councillors	Loss of Clerk due to: <ul style="list-style-type: none"> Vulnerability and/or their direct family Contracting the virus and self-isolation Potential loss due to school close (childcare issues) Need for deployment on emergency matters 	High	Parish Clerk Councillors	<ul style="list-style-type: none"> Parish Clerk to work from home Liaise with Chair and Vice-Chair on day one of: <ul style="list-style-type: none"> Suspected illness and requirement of self-isolation Vulnerability and/or their direct family, or Need for deployment on emergency matters Childcare issues If Parish Clerk is absent, Chair & Vice Chair to call a virtual meeting asap, to discuss and delegate responsibilities during period. 	Parish Clerk Chair Vice Chair
	Loss of Councillors due to: <ul style="list-style-type: none"> Vulnerability and/or their direct family Contracting the virus and self-isolation Potential loss due to school close (childcare issues) Need for deployment on emergency matters 	High	Parish Clerk Councillors	<ul style="list-style-type: none"> Councillors to report to Clerk and Chair and/or Vice Chair on day one of: <ul style="list-style-type: none"> Suspected illness and requirement of self-isolation Vulnerability and/or their direct family, or Need for deployment on emergency matters Childcare issues Parish Clerk to ensure that any virtual meetings are quorate (3) 	Parish Clerk Councillors



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Decision Making	Inability to make decisions	High	Staff Councillors	<ul style="list-style-type: none"> Review Scheme of Delegation Parish Clerk to plan cascading delegations 	Parish Clerk
Finance	No access to Accounts Software/Online Banking	Medium	Parish Clerk	<ul style="list-style-type: none"> Parish Clerk to access remotely Payments approved by Councillors via email 	Parish Clerk
	Inability pay invoices	Medium	Parish Clerk & Councillors	<ul style="list-style-type: none"> Parish Clerk Payments approved by Councillors via email If unable to pay via cheques, payments to be paid online. 	Parish Clerk
	Inability to pay staff	Medium	Parish Clerk	<ul style="list-style-type: none"> Parish Clerk to monitor payments Parish Clerk to liaise with Chair & Vice Chair if there is a risk of inability to pay If unable to pay via cheque, payments to be authorised by Councillors and paid online. 	Parish Clerk
	Inability to meet statutory duties with regards to end of year accounts. Including sign off, of the Annual Return	Medium	Parish Clerk	<ul style="list-style-type: none"> Parish Clerk to arrange for close down of accounts and prepare end of year accounts of planned. Parish Clerk to liaise with the Council's Accountant to establish whether the Internal Audit & Report can be completed remotely. DALC & NALC liaising with Treasury seeking guidance 	Parish Clerk



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Operations	Loss of Parish Clerk	High	Parish Clerk	<ul style="list-style-type: none"> • Liaise with Chair and Vice-Chair on day one of: <ul style="list-style-type: none"> ○ Suspected illness and requirement of self-isolation ○ Vulnerability and/or their direct family, or ○ Need for deployment on emergency matters ○ Childcare issues • If Parish Clerk is absent, Chair & Vice Chair to call a virtual meeting asap, to discuss and delegate responsibilities during period. 	Parish Clerk Chair Vice Chair
	Inability to carry out monthly checks of defibrillators	Medium	Councillors	<ul style="list-style-type: none"> • Inform the Parish Clerk • Ensure the responsibility is passed to another Councillor, who can undertake the check, reporting to the Clerk 	Parish Clerk Councillors
	Emergency within an Emergency – potential for storms/flooding impact	Medium	Public Staff Councillors	<ul style="list-style-type: none"> • Lead contact with Highways • Lead contact with Emergency Planning 	Parish Clerk
	Inability to carry out Council projects (i.e. Black Bag Distribution)	Medium	Public Staff Councillors	<ul style="list-style-type: none"> • The Council to delay the distribution of black bags and other non-essential projects until safe to do so 	Parish Clerk
	Inability to carry out Grass Cutting	Medium	Public Parish Clerk Councillors	<ul style="list-style-type: none"> • The Parish Clerk to liaise with the Contractor, to ensure necessary controls are put into place 	Parish Clerk



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Health & Safety	Safety of staff and Councillors	High	Parish Clerk Councillors Public	<ul style="list-style-type: none"> • Provide guidance on safety regimes • Maintain PPE stocks • Maintain level of Soap, Sanitisers & Tissues • Review risk in line with current position 	Parish Clerk
	Safety of volunteers	High	Volunteers	<ul style="list-style-type: none"> • Provide guidance on safety regimes • Maintain PPE stocks • Review risk in line with current position 	Parish Clerk Volunteers
Communications	Public not aware	High	Public	<ul style="list-style-type: none"> • Details on website • Details in Parish Newsletter (written and email) • Posters in Noticeboards • Plan Social Media 	Parish Clerk