

SCOULTON PARISH COUNCIL PUBLIC MEETING COVID-19 RISK ASSESSMENT

SITE LOCATION	Scoulton Village Hall, Scoulton		
UNDERTAKEN BY	Heidi Frary	DATE or RANGE OF EVENT	September 9th 2020
AGREED ACTION :	Safe to continue	REVIEW DATE	N/A. Risk Assessment is for single activity

Terminology:

- **Activity-** The use of facility being undertaken.
- **Hazard-** Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being First aid required and 5 being a fatality.

**Likelihood (L) x Severity (S)
= Risk Rating (RR):**

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

**Possible
Likelihood**

5 Highly likely
4 Likely
3 Possible
2 Unlikely
1 Highly unlikely

Possible Severity

5 Fatality
4 Major injury
3 Hospital treatment
2 First aid required
1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

Legislation allows for gatherings of over 30 people when arranged by an organisation in compliance with COVID-19 secure guidance. This risk assessment covers the COVID-19 regulations in relation to Scoulton Parish Council September meeting specifically. It should be read in conjunction with the Governmental COVID-19 Requirements and general Parish Council policies and procedures.

RISK ASSESSMENT

Nature of hazard or issue increasing risk of transmission	Persons at direct risk	Likelihood x Severity = Risk Rating			Recommended Control Measures (if RR > 6)	Potential additional controls to reduce risk, where reasonably practical (if RR > 10)
		L	S	RR		
Exposure to COVID-19, colds and other viruses and infections	Councillor and / or public	3	3	9	<p>Follow all Governmental Guidance</p> <p>Follow hand-cleaning and social distancing guidelines</p> <p>Do not attend the meeting if displaying any symptoms of COVID-19</p> <p>Use any protective equipment / measures as appropriate</p>	N/A
Virus left on touch points.	Councillors	1	3	3	Do not share paper copies of meeting papers	N/A
	Public	1	3	3	No toilet or inside facilities available	
Road and traffic safety	Deliverers	1	3	6	No vehicles to be permitted to move on the car park during the meeting.	N/A
Adherence to government legislation	Councillors	1	1	1	<p>Clerk to check for updates to legislation before the meeting and cancel if necessary</p> <p>Details of all attendees to be recorded and retained in accordance with GDPR for 'Track and Trace' purposes only</p> <p>Social Distancing guidelines to be followed at all times</p>	N/A