

South Petherwin Parish Council – Covid-19 Risk Plan

Area	Hazard	Risk	Population Group Exposed	Controls
Meetings	'In person' parish council meetings	High	Council Public	Cancel all 'in person' council meetings until legislation provides for an alternative, safe, mechanism Notify Councillors Notices on noticeboards Notice on parish website Publicise COVID-19 decision making policy
	Annual Parish Meeting – LGA 1972 sets requirement to be convened between 1 March and 1 June	High	Council Public	Legislation amended to postpone this meeting until May 2021 if required. To be reviewed
	Annual Town Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May	High	Council Public	Guidance states the 2020 meeting should be cancelled but electors can choose to hold this meeting once restrictions are lifted. To be reviewed
Staff	Parish Clerk unable to work	Medium		The Parish Clerk will provide the Chairman and Vice-Chairman with the Parish Council email account details and the cheque book
Decision Making	Chairman unable to carry out duties	Medium	_____	The Vice-Chairman will take on the duties of the Chairman, meeting of Councillors to be held to appointment temporary Vice-Chairman if required
	Council unable to form quorum	Medium	_____	SO18g allows for the Chairman to sign and counter-sign cheques in exceptional circumstances. Chairman and Vice-Chairman (or two delegated members of the Council) to undertake essential decision-making only during this period.

Finance	Inability to pay invoices due to Councillors not available to sign cheque book	Low		Request extension to payment terms with payees
	Inability to meet statutory duties with regards to end of year accounts Annual Return	Low		AGAR extended to 31 August. Chairman to sign off EOY accounts. Clerk to publish the accounts on the website and prepare audit documents
Facilities	Toilets and bus shelters	Medium	Contractor Public	<p>Toilets to be re-opened to support key workers. Cleaning contract to be resumed. PPE and additional required cleaning equipment to be funded by the Council. The cleaner will be advised:</p> <ul style="list-style-type: none"> • Wear disposable or washing-up gloves and aprons for cleaning. These must be, post cleaning, double-bagged and stored securely for 72 hours before being thrown away in the regular rubbish. • Cleaning must be carried out using disposable cloths. Hard surfaces to be cleaned with warm soapy water then disinfected with normal cleaning products. Particular attention must be given to frequently touched areas and surfaces, such as grab-rails, taps and door handles • Hands must be washed with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning. • The toilets must be closed to the public during cleaning. <p>Should the cleaning not be able to be carried out the toilets will be closed.</p> <p>Signs will be put up providing details of how to protect yourself during COVID-19 in public areas.</p>

				https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/
	Footpath clearing - LMP	Low	Contractor	The Contractor will be advised: <ul style="list-style-type: none"> • To follow social distancing guidance • Clean equipment before and after each use Parish Council to review frequently
	Play equipment	Low	Public	Play equipment not be used during restrictions Closure sign and play equipment to be checked by the Clerk weekly
Communications	Public are unaware or become complacent	Medium	Public	Keep information on website updated Renew posters on noticeboards as required Post on Social Media if required