

# Risk assessment – Covid.19

All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down.

## Company name: Hawarden Community Council

Date of risk assessment: 13.04.2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Covid.19	Maintenance Team staff and members of the public	Regular "formal" Staff briefings Daily contact and weekly "virtual" meetings Appropriate PPE to be worn at all times Hand sanitizer in all vehicles Plumbed in sinks in all vehicles (except tractors) Social distancing measures to be adhered to at all times Rota system for Depot Vehicles allocated to each employee Industrial sanitizer wipes to be used on all surfaces at all times Lunch to be taken at home, practicable One member of staff to self-isolate; to be reviewed every three weeks Seasonal worker to "stay at home" due to health reasons	Nothing additional unless Welsh Government issue new advice	Clerk/RFO and SMO	Completed And ongoing review
Covid.19	Administrative Team	Clerk/RFO to work from home full-time due to health reasons with frequent visits to the office as required (e.g post, agenda dispatch) Admin Assistant to continue to work from office with occasional home working	" "	Clerk/RFO	Complete Ongoing review

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Covid.19	Councillors, staff and members of the public	<p>All public meetings cancelled until further notice</p> <p>Many members "self-isolating"</p> <p>Regular email updates on Covid.19</p> <p>Periodic "welfare" checks by Clerk/RFO</p> <p>Council offices closed to the public until further notice</p> <p>Virtual meetings to be introduced following the implementation of new legislation</p> <p>Council facilities, services and events list attached</p>	The Local Authorities (Coronavirus)(Wales) Regulation 2020 introduced on 21 <sup>st</sup> April	Clerk/RFO	Implemented Ongoing review
Covid.19	Members of the Public Council staff, community representatives and volunteers				

**HAWARDEN COMMUNITY COUNCIL – FACILITIES, SERVICES AND EVENTS  
AS AT MARCH 2020**

<b>FACILITIES</b>	<b>ADVICE</b>	<b>RECOMMENDATION</b>
Council Office	Advised to close office to members of the public as non-essential services and social distancing	Closed to the public from 16 <sup>th</sup> March Office staff working from home and in the office to be separate; following government advice on Monday 23 <sup>rd</sup> March – staff working from home where possible
Open Spaces, tennis courts, playgrounds and outdoor gym	Government advice is that park access should be allowed to continue but that play areas and gyms are closed off	Play areas have been locked where practicable and notices have been erected at the outdoor gym, skate park and Trueman's (as the play area itself is not surrounded by fencing and the whole area would be defined as a park)
Allotments	National advice is that allotments can stay open as are encouraging local produce and exercise; as long as social distancing rules are obeyed	Remain open
Street furniture	No guidance; common sense should prevail following National Advice	Difficult and impracticable to remove or prevent access.  Reliance upon public obeying national guidance and social distancing measures etc
Sports Pavilion	PHW recommend that public gatherings are avoided	Owned by the Council but operated via Hawarden Rangers lease Sports Pavilion closed on 16 <sup>th</sup> March
<b>SERVICES</b>		
Street Lighting	Non-essential service	Unless deemed a health and safety risk but employees must be able to complete work exercising social distance rules
Grass Cutting & strimming	Non-essential service	Services currently suspended until end of April 10 <sup>th</sup> (Government 3 week ban)
Play Area Inspections	All play areas have been securely locked and posters erected related to Covid.19	Play area inspections suspended as play areas locked. Play inspections are a monthly requirement but HCC undertake this on a weekly basis.

		A monthly inspection will be carried out to protect the council against users not complying with the government advice.
Litter Collection	No restrictions yet County Council still delivering the service	HCC litter collection to continue. Although a “non-essential” service and members of the public should not be out and about in large numbers and dropping litter, the Litter Collector can maintain social distancing
Repair and Maintenance to open spaces, street furniture etc	Non-essential	Suspended until 10 <sup>th</sup> April If anything urgent/Health and Safety is required then this work will be undertaken
Vehicle Maintenance	Vehicles are to be kept safe	Vehicles allotted to individual members of staff to enable staff safety and social distancing; seasonal worker unable to work due to health reasons
Memorial protection	No guidance	Non-essential service during this period
Christmas lighting	No guidance	Non-essential service during this period
<b>EVENTS</b>		
Council Meetings	To be cancelled	Cancelled until the end of April; await new legislation for remote meetings
Annual Meeting of the Council	Suspended until further notice	Awaiting national guidance
Community Volunteers	Suspended as above	Suspended as above
Bursary Awards	Suspended as above and due to schools being closed	Suspended as above and school situation
Website and Social media sites	HIGHLY IMPORTANT to be maintained with up to date and relevant information re; Covid.19	Clerk and Financial Officer and Admin Assistant to keep under review and update Whilst the Council has no expertise in public health matters, it is well placed to distribute information to local residents and to keep people informed. The website should provide “sign-post” information provided by the statutory agencies during this epidemic
HGRG Trustee Meeting	Suspended until further notice	Awaiting national guidance on social gatherings

Keep Wales Tidy Campaign	Cancelled until 2020	Cancelled
VE Day Celebrations	Cancelled in light of Government guidance	Cancelled
<b>VOLUNTEERS</b>		
Volunteer Groups within the Community	National effort to co-ordinate volunteers safely and to protect vulnerable residents	National guidance on the protocols, safeguards and principles to be employed have been placed on the Council's website and circulated to Members