

Risk Assessment Covid 19

Covid 19 is an illness that can affect your lungs and airways and is caused by a virus called Corona Virus. The symptoms can be mild, moderate, severe or fatal.

This risk assessment has been drawn up to set out control measures to be adhered to by employees, Councilors and volunteers at Great Notley Parish Council

What is the hazard	Who may be harmed	Controls required	Additional Controls	Action taken
Spread of Covid 19 Corona virus	<ul style="list-style-type: none"> • Council staff • Volunteers • Vulnerable groups • Anyone who physically comes into contact with you in relation to Council activities 	<p>Hand Washing</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</p> <p>gel sanitisers provided where washing facilities not readily available</p>	<p>Staff reminded of need to wash hands regularly in accordance with public health messages</p>	<p>Staff have been reminded of this need and hand sanitizing gel has been provided to the litter picking team to use as they work out and about and do not have access to hand washing facilities at all times</p> <p>Although the Clerk works from home there are</p>

				occasions when she has tasks outside the house and hand sanitizer has also been provided to her.
Spread of Covid 19 Corona virus	<ul style="list-style-type: none"> • Council staff • Volunteers • Vulnerable groups • Anyone who physically comes into contact with you in relation to Council activities 	<p>Social Distancing</p> <p>Complying with the 2 metre gap recommended by public health agency</p> <p>Reviewing work arrangements</p> <p>Conference calls to be used instead of face to face meetings</p>	All staff and volunteers to be advised of the need to socially distance and measures required	<p>The following practices put into effect and advised –</p> <p>Litter team – the team work outside and consideration given to fact this is of less risk than indoor working.</p> <p>The team predominantly work alone but</p>

				<p>have been advised of the need to socially distance from each other and members of the public</p> <p>Communication is by remote means</p> <p>The service of provision of dog poo bags to the general public has been suspended</p> <p>Clerk – no face to face meetings with staff of members of the public but via remote means</p>
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				<p>At present Parish Council meetings and informal meetings are taking place using the Zoom video conferencing facility</p> <p>Community events being kept under review in view of ongoing Government guidance</p> <p>Volunteer Tree Warden – inspections carried out only if he is satisfied that he can maintain social distance and no face to face meetings with</p>
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				<p>members of the public</p> <p>Councilors – social distancing rules advised in cases where Councilors carry out any activities on behalf of the Parish Council outside their homes.</p>
<p>Spread of Covid 19 Corona virus</p>	<ul style="list-style-type: none"> • Council staff • Volunteers • Vulnerable groups • Anyone who physically comes into contact with you in relation to Council activities 	<p>PPE</p> <p>Staff to be provided with adequate PPE</p>	<p>Staff to be reminded that PPE is no substitute for good hand washing practices</p>	<p>The litter picking team has been provided with gloves</p>

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<p>Spread of Covid 19 Corona virus</p>	<ul style="list-style-type: none"> • Council staff • Volunteers • Vulnerable groups • Anyone who physically comes into contact with you in relation to Council activities 	<p>Drivers</p> <p>Need to consider number of people in van at any one time</p> <p>Cleaning procedures</p>		<p>Those who are authorized to use the van have been advised of requirements to clean the van</p> <p>No passengers permitted in van so only one person is</p>

				permitted in the van at any one time
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Approved by the Parish Council at the meeting held on 22nd June 2020