

## Coronavirus Risk Assessment 2020/21

June 2020

Following a Council change in operating model due to the coronavirus (COVID-19) crisis, the immediate reaction of many Councils was to reopen their offices as soon as possible. However, it is highly likely that the working environment for the next period will be anything but “business as usual” for Tattingstone Parish Council but also for Councillors, Volunteers and the Community. It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirements etc.

<b>Activity</b>	<b>Recommendations</b>	<b>Checked</b>	<b>Actions/Completed</b>
<b>Authority to reopen</b>	Check the UK Government website to ensure that meetings can be held safely in village hall.	06 20 03.21	Review regularly by clerk and Chairman
<b>Sector-specific advice</b>	Check the UK Government Sector specific advice for local authorities. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government">https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government</a>	06 20 03.21	Review regularly by clerk and Chairman
<b>Insurance</b>	Check with your insurance brokers that your insurance is still in place with your insurance company.	06 20 03.21	Insurance valid
	Consider the effect of any ‘business interruption’ will have.	06 20 03.21	There has been no business interruption – key person insurance
<b>Activity</b>	<b>Recommendations</b>	<b>Checked</b>	<b>Actions/Completed</b>
<b>Operating procedures &amp; policies</b>	Adapting an online meeting procedure	06 20 03.21	Zoom meetings being undertaken Clerk working from home.
<b>Activity</b>	<b>Recommendations</b>	<b>Checked</b>	<b>Actions/Completed</b>
	Wellbeing: Consider the mental wellbeing of staff/ councillors from isolation or general concerns.	06 20 03,21	Mental welfare needs to be monitored carefully by regular weekly phone/ email contact

<b>Activity</b>	<b>Recommendations</b>	<b>Checked</b>	<b>Actions/Completed</b>
<b>Social Distancing</b>	Follow government guidance <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</a>	06 20 03.21	Clerk/councillors aware of the requirements.
<b>Activity</b>	<b>Recommendations</b>	<b>Checked</b>	<b>Actions/Completed</b>
	Display Screen Equipment (DSE) Clerk/ councillors using DSE at home. Have a break for at least 5 minutes every hour and get up from the desk and move about frequently, avoid awkward postures.	06 20 03.21	Noted.

These restrictions have been in place since March 2020. The REA was reviewed in March 2021

Jane Connell-Smith  
Clerk

Review: July 2021