

Nettlestone & Seaview Parish Council – Covid-19 Risk Plan

Area	Hazard	Risk	People Exposed	Controls	Staff
Meetings	Closure of Meeting Venue – St.Peter’s/Masonic Hall all meeting and bookings cancelled with immediate effect	High	Councillors, Clerk, Public	<ul style="list-style-type: none"> • Postpone all council meetings & notify Councillors • Cancel all Committee Meetings • Notices in Noticeboards • Notices on Website and social media 	BJ
	Non-attendance of Councillors, Staff – Due to them meeting the vulnerable category due to underlying health conditions and requirement for isolation Quorum of Council is 4 & Committees 3	High	Councillors, Clerk, Public	<ul style="list-style-type: none"> • Identify potential Risks to all Members/Staff • Look at alternative means of communication • Have meetings virtually 	BJ
	Annual Parish Meeting – LGA 1972 sets requirement for ATM to be convened between 1 st Mar-1 st June	High	Councillors, Clerk, Public	<ul style="list-style-type: none"> • Monitor guidance from NALC and MHCLG • Seek guidance from SLCC • Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation 	BJ
	Annual Parish Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May.	High	Councillors, Clerk, Public	<ul style="list-style-type: none"> • Monitor guidance from NALC and MHCLG • Seek guidance from SLCC • Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation • Liaise with Chair & Deputy nearer to the date 	BJ

Staff	Loss of Clerk: <ul style="list-style-type: none"> • Potential loss of Clerk due to school close (childcare issues) • Clerk becomes incapacitated due to CV19 • Need for deployment on emergency matters e.g. Community Hub 	High	Parish Clerk	<ul style="list-style-type: none"> • Ensure Clerk can continue to work from home • Deploy Councillors to emergency matters 	BJ
Finance	No access to Accounts Software/Bankline	Medium	RFO	<ul style="list-style-type: none"> • Finance Officer to access systems remotely still. • Payments approved by Councillors via Zoom/virtual meeting. 	BJ
	Inability to pay invoices	Medium		<ul style="list-style-type: none"> • Finance Officer to carry on working remotely. • Payments approved by Councillors via Zoom/virtual meeting. • Cheques signed in socially distant method. • Some payments made by RFO on credit card and claimed via expenses. 	BJ
	Inability to pay staff	Medium	Clerk	<ul style="list-style-type: none"> • Finance Officer to carry on working remotely. • Payments approved by Councillors via Zoom/virtual meeting. • Cheques signed in socially distant method. • Some payments made by RFO on credit card and claimed via expenses. 	BJ
	Inability to meet statutory duties with regards to end of year accounts Including sign off, of the Annual Return	Low	Clerk	<ul style="list-style-type: none"> • Parish Clerk to arrange for close down of accounts and prepare end of year accounts as planned • Follow NALC guidance 	BJ

Operations	Inability to meet statutory duties around play – requirement to inspect play ground, keep it COVID free and attend to defects	High	Public	<ul style="list-style-type: none"> • Close Park and Put up signs 	BJ
Communications	Public not aware	High	Public	<ul style="list-style-type: none"> • Details on website – as per Government guidelines • Posters in Noticeboards 	BJ
Toilets	Inability to keep COVID19 free and people socially distanced	High	Public & Contract cleaners	<ul style="list-style-type: none"> • To keep shut with signs up (keep under review) – Open toilets at Phase 3 with advice signs in position and stressing public responsibility to keep socially distant and observe hygiene standards. 	BJ
3 rd Party Workers	Inability to keep socially distant from co-workers and public.	Medium	Contract Staff	<ul style="list-style-type: none"> • Ensure companies have CV19 safe procedures in place. 	BJ