

# Laceby Parish Council

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## Laceby Parish Council Covid Risk Assessment V3 – 1<sup>st</sup> December 2021

	Person at Risk	Hazard	Risk Rating	Safe Working Practices	Risk Rating
Transmission of Covid19 Coronavirus	<ul style="list-style-type: none"> <li>• General public – elderly, young, vulnerable, pregnant, BAME, underlying health conditions</li> <li>• Council Members</li> <li>• Staff employed by Parish Council</li> <li>• Stakeholders</li> <li>• Users of Stanford Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown transmission of Covid</li> <li>• Known transmission of Covid</li> <li>• Asymptomatic person transmits to others</li> <li>• Local infection rates</li> <li>• Lack of handwashing and cleaning of equipment and meeting spaces</li> <li>• Employees in contact with public in order to complete their job</li> <li>• Transmission of virus at Council Meetings from contact with others / public</li> </ul>	Med	<ul style="list-style-type: none"> <li>• Encourage washing of hands as per guidelines</li> <li>• All members to cleanse hands on entry and exit of meetings</li> <li>• Ensure all tracking in place for meetings in event of outbreak</li> <li>• Ensure social distancing at all times</li> <li>• Ensure all equipment, chairs and surfaces are cleaned before and after use with antibac wipes</li> <li>• Use only plastic / wipeable tables and chairs</li> <li>• Request that all members wear face coverings during meetings</li> <li>• Request that all members check temperature and symptoms and if testing</li> </ul>	Low

				<p>positive or symptomatic, advised to stay home</p> <ul style="list-style-type: none"> <li>• All members to ensure follow guidelines with regards to isolation and track and trace and notify Clerk asap if confirmed positive covid.</li> <li>• Follow all guidelines from Stanford Group as per Risk Assessment.</li> </ul>	
Public use of Cemetery	<ul style="list-style-type: none"> <li>• General public – elderly, young, vulnerable, pregnant, BAME, underlying health conditions</li> <li>• Council Members</li> <li>• Staff employed by Parish Council</li> <li>• Grave Digger</li> <li>• Funeral Homes</li> <li>• Clergy / those conducting graveside services</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown transmission of Covid</li> <li>• Known transmission of Covid</li> <li>• Asymptomatic person transmits to others</li> <li>• Local infection rates</li> <li>• Lack of handwashing and cleaning of equipment</li> <li>• Employees in contact with public in order to complete their job</li> <li>• Transmission of virus at funerals / memorials</li> </ul>	Med	<ul style="list-style-type: none"> <li>• Clerk to monitor local infection rates</li> <li>• Encourage washing of hands as per guidelines – before attend Cemetery and on return home</li> <li>• Restrictions in place for Cemetery and interments / memorials – shared with all stakeholders</li> <li>• Anyone with Symptoms of covid is to follow government and PHE guidelines regarding isolation.</li> <li>• Clerk to maintain records of all interment / memorials that have taken place and the funeral home in case of track and trace requirement.</li> <li>• Grounds Keeper to ensure social distancing when working in the Cemetery</li> </ul>	Low

Public use of St Francis Play area	<ul style="list-style-type: none"> <li>• General public – elderly, young, vulnerable, pregnant, BAME, underlying health conditions</li> <li>• Council Members</li> <li>• Staff employed by Parish Council</li> <li>• Contractors</li> <li>• Stakeholders</li> <li>• Local Authority Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown transmission of Covid</li> <li>• Known transmission of Covid</li> <li>• Asymptomatic person transmits to others</li> <li>• Local infection rates</li> <li>• Lack of handwashing and cleaning of equipment</li> <li>• Employees in contact with public in order to complete their job</li> <li>• Transmission of virus from play equipment</li> <li>• Transmission of virus from those using the play equipment</li> </ul>	Med	<ul style="list-style-type: none"> <li>• Clerk to monitor local infection rates</li> <li>• Encourage washing of hands as per guidelines – before attend play area and on return home</li> <li>• Restrictions &amp; signage in place at play area explaining protocols for safety</li> <li>• Anyone with Symptoms of covid is to follow government and PHE guidelines regarding isolation.</li> <li>• Employees and Council Members to continue monitoring of play area.</li> </ul>	Low
Litter Picking of village	<ul style="list-style-type: none"> <li>• General public – elderly, young, vulnerable, pregnant, BAME, underlying health conditions</li> <li>• Council Members</li> <li>• Staff employed by Parish Council</li> <li>• Litter Picker, their family, and wider pod</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown transmission of Covid</li> <li>• Known transmission of Covid</li> <li>• Asymptomatic person transmits to others</li> <li>• Local infection rates</li> <li>• Lack of handwashing and cleaning of equipment</li> <li>• Employees in contact with public in order to complete their job</li> <li>• Transmission of virus from equipment and areas such as Cemetery and Play area</li> </ul>	Med	<ul style="list-style-type: none"> <li>• Clerk to monitor local infection rates</li> <li>• Encourage washing of hands as per guidelines – before attend work and on return home</li> <li>• Litter picker to ensure social distancing when working</li> <li>• Anyone with Symptoms of covid is to follow government and PHE guidelines regarding isolation</li> <li>• Employees and Council Members to continue monitoring of play area</li> </ul>	Low
Public visiting the Clerks home -	<ul style="list-style-type: none"> <li>• General public – elderly, young, vulnerable, pregnant, BAME, underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown transmission of Covid</li> <li>• Known transmission of Covid</li> </ul>	Med	<ul style="list-style-type: none"> <li>• Clerk to monitor the R Rate locally</li> </ul>	Low

<p>which is also PC office</p>	<ul style="list-style-type: none"> <li>• Council Members</li> <li>• Staff employed by Parish Council</li> <li>• Clerk, the Clerks family, and wider pod</li> </ul>	<ul style="list-style-type: none"> <li>• Asymptomatic person transmits to others</li> <li>• Local infection rates</li> <li>• Employees in contact with public in order to complete their job</li> <li>• Public / stakeholders calling at Clerks home</li> </ul>	<ul style="list-style-type: none"> <li>• All communications with the Clerk should be via email or telephone – discourage from visiting Clerks home address – shared on website, noticeboard and social media. All written communication to be sent via Stanford Centre</li> <li>• Ensure washing of hands as per guidelines</li> <li>• Clerk to clean front door after any public visit – visit to be held outside Clerk’s house.</li> <li>• Anyone with Symptoms of covid is to follow government and PHE guidelines regarding isolation</li> <li>• Clerk to ensure social distancing.</li> </ul>	
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