

Bamburgh Parish Council COVID 19 Risk Assessment

Area	Hazard	Risk	Population Group Exposed	Controls
Meetings	In person parish council meetings	High	Council Public	Cancel all in person council meetings until legislation provides for an alternative, safe, mechanism Notify Councillors Notices on notice boards Notice on parish website as well as googlegroup and facebook page Publicise COVID 19 decision making policy Hold monthly virtual meetings Publicise all agendas, minutes and decisions on website, google group and facebook as well as notice boards
	Annual Parish Meeting – LGA 1972 sets requirement to be convened between 1 March and 1 June	High	Council Public	Legislation amended to postpone this meeting until May 2021 if required. To be reviewed
	Annual Town Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May	High	Council Public	Guidance states 2020 meeting should be cancelled but electors can choose to hold this meeting once restrictions have been lifted. To be reviewed
Staff	Parish Clerk unable to work	Medium		The Parish Clerk will provide the Chair and Vice-Chair with the Parish Council email account details and the cheque book
Decision Making	Chair unable to carry out duties	Medium		The Vice Chair will take on duties of the Chair Virtual meeting of Councillors to be held to appoint temporary Vice Chair if required.

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	Council unable to form Quorum	Medium		SO18g allows for the Chair to sign and counter-sign cheques in exceptional circumstances. Chair and Vice Chair (or two delegated members of the Council) to undertake essential decision-making only during this period.
Finance	Inability to pay invoices due to Councillors not being able to sign cheque book	Low		Request extension to payment terms with payee
	Inability to meet statutory duties with regards end of year accounts Annual Return	Low		AGAR extended to 31 st August. Chair to sign off EOY accounts. Clerk to publish the accounts on the website and prepare audit documents.
Play Park	Play Equipment	Low	Public	<p>Play park closed during certain restrictions. Once reopened appropriate signage to be placed to Inform public that equipment is not being routinely cleaned</p> <p>Advise to use own wipes to clean points of contact before use</p> <p>Advise to bring hand sanitiser and clean hands before and after using equipment</p> <p>Advise not to consume food or drink in playground</p> <p>Advise to limit time in playground if it is busy</p> <p>Regular weekly play park inspections to be carried out</p>