**KILVE PARISH COUNCIL (KPC) COVID-19 VIRUS RISK ASSESSMENT**

1. **RISKS TO HEALTH**

| **AREA** | **HAZARD** | **RISK** | **PEOPLE EXPOSED** | **CONTROLS****(Actions already taken to control the risk)** | **CHECKED /REVIEW\***  | **FUTURE ACTIONS (with possible points for a Recovery Plan)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Public meetings** | Exposure to COVID-19 in confined spacesExposure to COVID-19 in open spaces | **HIGH****MED** | County Councillor, District Councillor, Parish Councillors, Parish Clerk & members of the publicParish Councillors, Parish Clerk & members of the public  | * Postpone all public face to face council meetings & notify Councillors and public
* Review all committee meetings e.g., Quiet Lanes, Staff Committee and institute remote meetings by Zoom link where appropriate
* Post Minutes, Agendas and any other necessary information on Parish Notice Boards, Website & Social Media
* Institute remote meetings of the KPC by Zoom link for Councillors, Clerk & public
* If outside meetings permitted, **under government directives**, ensure strict COVID-19 guidelines are adhered to with full documented risk assessment in place
 | MonthlyAt each event | If and when public face to face meetings are permitted, **via government directives**:* Ensure govern-ment guidelines are followed.

(This is especially important for Kilve Village Hall where KPC and other groups meet.)* Review pros and cons of Zoom meetings.
* Consider a mix of Zoom and face to face meetings
* Refer to government and NHS guidelines and consider how to encourage Kilve parishioners to get vaccinated once their age group becomes entitled to it. Plan must also include alternative safety measures to receiving the vaccine (for example the continued use of PPE).
 |
| **Community / neighbour support** | Exposure to COVID-19 | **HIGH** | Volunteers | Although not strictly the KPC remit, during these unprecedented times, the KPC, village support groups, individuals and neighbours have taken on additional roles to support parishioners, especially those self-isolating. COVID-19 has created an upsurge of volunteers wishing to be ‘good neighbours’. Examples include prescription medication collection and delivery, shopping, transport to hospital appointments.* Ensure guidelines are followed at all times with volunteers social distancing, wearing face masks and hand sanitisation.
* Updates communicated through Kilve News, Neighbourhood Watch network, Facebook and KPC website (these updates are refreshed throughout the day):
* <https://www.somerset.gov.uk/coronavirus/covid-19-latest-advice/>
* <https://www.somerset.gov.uk/covid-19-dashboard/>
* <https://coronavirus.data.gov.uk/details/interactive-map?/>
 |  | * It is important to check that vulnerable parishioners continue to be supported by the appropriate support groups, individuals or neighbours.
* Continue to harness communication channels between Kilve SOS, Neighbourhood Watch, the Village Agents, Good Neighbours Schemes, the Foodbank, the Parochial Church Council (P.C.C.), KHARS and KPC.
* Regard volunteers as a complement not a replacement for public services.
* Consider how to keep it simple, non-formal and non-bureaucratic.
* Recognise that post COVID-19 crisis may be fewer volunteers due to people having less time.
* Seek external support from SPARK Somerset
 |
| **Defibrillator** | Failure to function | **HIGH** | All parishioners | * Daily checks (the responsibility of all parishioners to ensure that it is still in situ)
* Monthly checks (battery, electrical supply & accessories)
* Monthly report sent to South West Ambulance NHS Trust (SWAST) by defibrillator guardian
* Reminders issued in Kilve News of location and update on checks.
 | Daily /Monthly | * Organise postponed training session (via SWAST) as soon

as government directives allow.* Consider an information card regarding the Defibrillator location posted to every household
 |
| **Kilve Community** | Significant outbreak of COVID amongst Kilve residents (including serious illness and deaths). | **LOW** | All parishioners | * Seek professional help
* Names and details of those possibly infected to be kept confidential, leaving individuals with responsibility to declare if self isolating
* Ensure strict COVID-19 guidelines are adhered to under government directives
* Updates communicated through Kilve News, Neighbourhood Watch network, Facebook and KPC website as well as by phone for those without internet
 | Daily /Weekly | * Review ongoing support throughout the village with links to all community groups
 |

1. **RISKS TO THE PROPER FUNCTIONING OF THE PARISH COUNCIL**

| **AREA** | **HAZARD** | **RISK** | **PEOPLE EXPOSED** | **CONTROLS****(Actions already taken to control the risk)** | **CHECKED /REVIEW\*** | **FUTURE ACTIONS (with possible points for a Recovery Plan)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Public meetings** | Non-attendance of high number of Councillors & Clerk at Zoom meetings, due to ill health or other mitigating circum-stances.  | **MED** | County Councillor, District Councillor, Parish Councillors, Parish Clerk and members of the public | * Quorum of Council is no less than three for a KPC meeting to function
* Identify potential risks of non-attendance
* Post Minutes, Agendas and any other necessary information on Parish Notice Boards, Website & Social Media
 | Monthly -prior to each Zoom meeting.Follow up weekly | * Refer to: <https://www.nalc.gov.uk/>
 |
|  | Possible postpone-ment of Kilve Annual Parish Assembly (KAPA). Usually convened in May. (Local Govern-ment Act (LGA) 1972 sets require-ment for APA to be convened between 1 March & 1 June) | **HIGH** | Parish Councillors, Parish Clerk & members of the public | * Unprecedented times and ‘things’ change daily
* The Coronavirus Act of 2020 dictated that APA’s could be held remotely until May 2021
* Government directives supersede existing legislation if KAPA cannot go ahead
 | Review April / May 2021 | * Monitor guidance from Somerset Association of Local Councils (SALC)
* Monitor guidance from National Association of Local Councils (NALC)
* Monitor guidance from Society of Local Council Clerks (SLCC)
 |
| **Decision making** | Inability to make decisions | **HIGH** | Parish Councillors, Parish Clerk | * Consensus via email discussion or Zoom meeting
* Monitor guidance from SALC
* Monitor guidance from NALC
* Monitor guidance from SLCC
 | Weekly | * Refer to: <https://www.nalc.gov.uk/>
 |
| **Finance** | Inability to pay invoices | **MED** | Parish Clerk | * Parish Clerk to access internet banking
* Payments approved by Councillors at Zoom meetings or email
 | Weekly | * Monitor efficiency at Zoom meetings
 |
|  | Inability to complete statutory duties with regard to end of year accounts. Including sign off of Annual Return | **LOW** | Parish Clerk | * Parish Clerk to maintain bank accounts and prepare end of year accounts as planned
 | Monthly | * Annual Return to be signed off remotely depending upon guidance from SALC, NALC & SLCC
 |
| **Commun-ications** | Inability to keep in touch with fellow Parish Councillors, Parish Clerk, communityinterest groups and members of the public | **HIGH** | Parish Councillors, Parish Clerk, community groups & members of the public | * Set up virtual sub-committees of community/interest groups
* Post details on the KPC website
* Display posters on notice boards
* Information distributed via Kilve News
* Set up social media communication channels (Facebook, WhatsApp & so on)
 | Monthly / Weekly | * Review the most effective communication methods during the COVID-19 ‘lockdown’ and consider long-term use
* Consider how to harness support and

involvement from Kilve parishioners * Consider the most efficient way to reach out to them
* Remember to include communication to those without access to internet.
 |
| **Special respon-sibilities** | Parish Councillors or Parish Clerk unable to cover their area(s) of respon-sibility due to illness, resignation or other mitigating circum-stances. | **HIGH** | Parish Councillors or Parish Clerk | * All areas of responsibility (special interest) to have a lead and a deputy
* Each Councillor and Clerk to maintain an updated file that can be handed on to a stand-in or successor
 | Monthly but weekly (if absence occurs) | * Carry out a review across the KPC to identify exposed, vacant or vulnerable areas
* Focus on these gaps or specialities in future Councillor recruitment
* Review what is and is not the responsibility / remit of KPC
 |

**\*NB. All monthly checks on controls to be reviewed at the KPC meeting and a statement minuted that it has been carried out.**

**KPC recognise the ever-changing nature of the COVID-19 pandemic situation. This document will be revisited and revised in line with current data and official advice.**

**References:**

[**https://botusfleming.org.uk**](https://botusfleming.org.uk)

[**https://mutualventures.co.uk**](https://mutualventures.co.uk)

[**https://www.nalc.gov.uk**](https://www.nalc.gov.uk)

**Document prepared by Elizabeth Grigg & Dianne Keating: February 2021**

**Document approved and adopted: 23 February 2021**

**To be reviewed: February 2022**