

Berryfields Parish Council

Risk Assessment and Management 2020 – CORONOVIRUS

Risk	Level	Description of risk	Suggested control mechanism
Extra damage to play parks	H	When schools are asked to close more children will have more freedom and parks will be busier than usual.	Parks inspected on a weekly basis by the office. DJL on call to repair minor damage/graffiti. In his Absence Martin Nolan.
Overflowing bins	M	Bins may not be emptied on a regular basis if contractors are not in work.	Parish Council staff and Councillors will address this matter if becomes a problem and will empty bins. Adequate safety equipment will be required for this to include protective gloves, and protective covers for car boots if rubbish bags are to be transported. Considering the two meter distance from others – rubbish will be collected in pairs.
All parish staff self-isolated/sick at the same time	L	No one to run the parish office	Berryfields Parish Council will work in partnership with Oving Parish Council and Watermead Parish Council staff. This means there will always be cover when needed. Passwords etc will be shared on a strictly confidential basis. Parks will continue to be inspected.
Parish Clerk is sick	H	No authorised staff to make payments/ authorise	Deputy Clerk and Assistant Clerk to have delegated powers and work alongside councillors.
Through self-isolation staff cannot meet to share/ discuss workloads including projects/	H	Work loads will build up and unable to be delegated.	Skype Business account to be set up to enable online meetings to take place and workloads discussed and shared.
Various projects on hold	M	Children’s nursery – Big Top will not open as soon as expected, thus reducing predicted income. Roman Park – versaille boxes will not be made as soon as expected. Building work will stop due to sickness/isolation Free Aqua Wells – delay in completion	Clerk to adjust budget Amend deadlines. Discuss with contractors/ change deadlines Liaise and work on new deadline
Parish Council Meetings cancelled		Members of public are not able to air their views.	Social Media – member of public asked to call the office. Phone will be manned between Deputy and Ass Clerk

		Councillors cannot agree on agenda matters such as planning Councillors not aware of matters arising such as police reports	Remote meetings via Skype. Proper Office to ensure councillors are kept up to date on all matters by email.
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Allotments	L	Damage to fences, gates, hedgerows	Insured for all possible perils including vandalism.
	M	Non-cultivation	Clause in Allotment Leases that allotment holders must cultivate their plots. If they fail to do so they will receive notice to quit.
	L	Water supplied not paid for	All allotmenters will pay a proportion of the cost of water payable within 14 days of demand – usually annually based on consumption. N/A at present with Free Aqua Wells no charges expected.
Roman Park & Allotment gardens	M	Access by travellers	Gates with padlocks / combination locks at entrances and entrance to each allotment garden. All gates to be locked shut. All councillors and allotmenters asked to check that the gates are closed and locked whenever they pass, and when they visit their plots.
Cars causing damage to land	M	Damage to grassed areas and cut sections of land before construction starts	No driving on land unless the weather has been dry for several weeks and land is firm. Policed by allotmenters and regularly checked by Clerk and Assistant Clerk and all councillors where possible.
Fire/damage to plots and sheds/gates/fences	L	No bonfires allowed.	Only pre-arranged bonfire days can be held at allotments, and only if weather conditions permit with strict adherence to Health & Safety. Bonfires must be within a metal incinerator and not directly on the ground. Insure fences, gates & fixtures.
Injury	L	No children allowed in allotment area unless accompanied by adults	All gardening implements and machinery to be placed in sheds or removed from garden when leaving. No glass or other sharp materials to be left on the ground. All broken glass, pots, sharp items to be removed as soon as practicable.

Land – full risk assessment of all land transferred to BPC before transfer by Land Working Group/Committee to be set up: Initial Risk assessment

Risk	Level	Description of risk	Suggested control mechanism
Water hazards/SUDS/ponds/ditches	L	Potential claim against parish council	Ensure adequate signage. Annual ROSPA inspection and Inspector's advice and requirements completed
Negligence	L	Potential claim against parish council	Insurance cover – Public Liability covered by BPC insurance policy
Assets	M	Potential claim against parish council	Insurance cover
Personal accident	L	Potential claim against parish council	Insurance cover – personal accident (applies to volunteers as well)
Play and other equipment	M	Potential claim against parish council	Regular inspections and annual ROSPA inspection. Parish Clerk to undertake Play Area Inspection course & carry out weekly visual inspections of all play equipment calling engineering support where necessary from manufacturers for damaged equipment. All damaged equipment to be closed as soon as practicable with signage advising that the item is closed for repair
Footways and Bridges on BPC Land	M	Potential claim against parish council	Regular inspection to ensure walkways are clear and annual ROSPA inspection.
Sluices/grilles/SUDS areas	H	Flooding	Regular inspection to ensure sluices are clear (if applicable)