



**COVID-19 Risk Assessment for the Period for the Exercise of Public Rights**

**DATE:** July 2020                    **ASSESSORS:** Kelly Pickard and Brenda O’Dowd

**IMPORTANT NOTE:** This risk assessment has been completed on behalf of Swanton Morley Parish Council and is a representation of risk based at the time of assessment.

**Safe transmission of documents to enable the period for the exercise of public rights**

**Review:** This risk assessment should be reviewed when guidance changes and as a minimum, every year.

**Assessors Comments:** Insurance cover is applicable for public liability and personal accident.

**Risk assessment – Exercise of Public Rights** L = Likelihood; S = Severity; R = Risk (L x S)

Area or People at Risk	Risk identified	L	S	R	Actions to take to mitigate risk	Additional Controls	Residual Risk
Staff Members  Councillors  Members of the Public	Spread of Covid-19 Coronavirus	M	H	M	<p><b>To have in place a process for the safe transmission of documents for any member of the public wishing to view the annual accounts</b></p> <p><b>Public notices posted outside and inside the Village Hall</b></p> <p><b>A full deep clean of all areas, surfaces, and equipment relevant to the inspection</b></p> <p><b>Hand sanitiser to be used before entry and when leaving</b></p>	<p>Latex gloves to be worn when handling documents</p> <p>Face masks to be worn by all present</p>	L



				<p><b>Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</b></p> <p><b>Symptoms of Covid-19</b> <b>If anyone becomes unwell with a new continuous cough or a high temperature they must contact the Clerk to make the Parish Council aware, who will take appropriate steps</b></p>	<p>in the building</p> <p>If anyone in the household has symptoms they must not visit the Village Hall</p>	
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