



East Meon Parish Council General Risk Assessment – Covid 19

(See separate detailed Risk Assessments for All Sports Court and Play Areas)

1. Risk to Health				
Area	Hazard	Risk	People exposed	Controls
Public Meetings	Exposure to Covid-19 virus in confined spaces	HIGH	Parish Councillors, Parish Clerk and members of the public	<ul style="list-style-type: none"> - Postpone all public meetings and notify Councillors and members of the public - Organise remote meetings of EMPC by video conferencing for Councillors, Clerk and members of the public
Recreation Ground	Increased use by residents and visitors and increased risk of exposure to the virus	HIGH	Members of the public, Councillors, contractors and employees	Posting of signs at the recreation ground entrance regarding social distancing and other methods of avoiding passing on the virus
	Playground equipment	HIGH	Members of the public, Councillors, contractors and employees	See separate detailed Risk Assessment for Play Areas.
The Green	Increased use by residents and visitors and increased risk of exposure to the virus	HIGH	Members of the public, Councillors, contractors and employees	Posting of signs at The Green entrance regarding social distancing and other methods of avoiding passing on the virus

	Playground equipment	HIGH	Members of the public, Councillors, contractors and employees	See separate detailed Risk Assessment for Play Areas
	All Sports Court	HIGH	Members of the public, Councillors, contractors and employees	See separate detailed Risk Assessment for All Sports Court
2. Risks to the proper functioning of the Parish Council				
Area	Hazard	Risk	People exposed	Controls
Public Meetings	Non-attendance of Councillors and Clerk at remote meetings due to ill health from any cause. Quorum of Council is 3	MEDIUM	Parish Councillors and Parish Clerk	Identify potential risks to all Councillors and Parish Clerk and mitigate
	Postponement of Annual Parish Assembly – LGA 1972 sets requirement for APA to be convened between 1 st March – 1 st June	HIGH	Parish Councillors, Parish Clerk and members of the public	<ul style="list-style-type: none"> - Monitor guidance from HALC - Monitor guidance from SLCC - Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation
Finance	No access to accounts software/internet banking	LOW	Parish Clerk	Parish Clerk to access remotely Payments approved by Councillors via video conferencing

	Inability to pay invoices	LOW	Parish Clerk	<ul style="list-style-type: none"> - Parish Clerk - Payments approved by Councillors via email
	Inability to meet statutory duties with regards to end of year accounts including sign off of the annual return	LOW	Parish Clerk	<ul style="list-style-type: none"> - Parish Clerk to maintain bank accounts and prepare end of year accounts as planned
Communications	Inability to keep in touch with fellow Councillors, Parish Clerk and community groups	HIGH		<ul style="list-style-type: none"> - Details on website - Posters in noticeboard - Social media

