



NORTH HORSHAM PARISH COUNCIL

ADDENDUM TO MAIN RISK ASSESSMENT DOCUMENT

(BOTH DOCUMENTS SHOULD BE READ TOGETHER)

**PREPARED IN AUGUST 2021 FOLLOWING THE GOVERNMENT EASING OF RESTRICTIONS
AND REVISION OF GUIDELINES DUE TO CORONAVIRUS (COVID-19) PANDEMIC**

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RISK MANAGEMENT SCHEME FOR:

- **PREMISES**
- **MULTI COURTS**
- **PLAY AREAS – SEE ALSO GENERIC RISK ASSESSMENT JULY 2020**
- **OPEN SPACES**
- **ALLOTMENTS**
- **STREET LITTER PICKING**
- **NORTH HORSHAM FRIENDSHIP CLUB**

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August 2021

All organisations are required by law to carry out risk assessments as part of managing the health and safety of their business. Risks in the workplace must be controlled. Consideration must be given to what might cause harm to people and reasonable steps to prevent that harm must be put into place. A risk assessment is about identifying sensible measures to control the risks in the workplace.

This document is designed to give guidance in carrying out the Parish Council's responsibilities with respect to the Health and Safety at Work Act 1974. It is part of a suite of documents that form North Horsham Parish Council's Risk Management Scheme and that aim to fulfil the Council's statutory duties.

Carrying out risk assessments gives a platform to take an organised look at risks from a Health and Safety perspective within the Parish Council's work activities and workplace using a standard management system explained on page 2 of the Risk Management Scheme. It will allow the Council to determine whether existing controls are adequate and to recognise where further preventative measures are required in order to achieve a tolerable level of risk.

The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide action for any necessary improvements to the identified provisions. A list of all improvements will be found in Annex 6 of the Risk Management Scheme.

This document should be regularly reviewed and used, not as an exhaustive solution to risk assessment but to provide assistance in fulfilling the Council's responsibilities and with the production of the Council's existing safety provisions.

The Responsible Financial Officer (RFO) and Proper Officer of North Horsham Parish Council is Pauline Whitehead BA (Hons) FSLCC.

An initial document was prepared on 14th April 2020 in response to the COVID-19 Pandemic and was updated as circumstances changed.

This document has now been revised to allow for the easing of government restrictions and revised guidelines in place after 19th July 2021.

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19

PREMISES (INCLUDING OFFICE) AND ASSOCIATED STAFF

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus: <ul style="list-style-type: none"> Due to poor personal hygiene while in building. 	Possible	Severe	High	Anyone entering the buildings i.e. staff, hirers and visitors including councillors, contractors, delivery drivers. Due to nature of hires this includes some vulnerable groups eg the elderly, pregnant women and those with existing underlying health conditions.	Hand Washing and Sanitising <ul style="list-style-type: none"> Gel/foam sanitisers provided at the entrance to every building Hand washing facilities with soap and hot water in place Stringent hand washing encouraged Paper towels/hand driers for drying of hands Notices put up in cloakrooms to remind users to wash hands Hand washing Guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Office at RMH – hand sanitiser sprays and antibacterial wipes provided in each office. Additionally, employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid 	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>touching face, eyes, nose or mouth with unclean hands. Tissues to be made available throughout the workplace</p> <ul style="list-style-type: none"> Information posters provided for display at each building. <p>Additional Information: https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	
<p>Spread of Covid-19 Coronavirus:</p> <ul style="list-style-type: none"> Due to inadequate cleaning of premises 	Possible	Severe	Medium	List as above	<p>No change to previously.</p> <p>All caretakers issued with instructions regarding frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, toilets using appropriate cleaning products and methods.</p> <p>Hand gel and antibacterial wipes provided.</p> <p>Rigorous checks carried out by Facilities Officer to ensure that the necessary procedures are being followed. Also, to monitor and order supplies so that all necessary supplies are maintained.</p> <p>To minimise risk to themselves, caretakers advised to wear gloves and instructed on correct usage, removal and disposal.</p> <p>Staff reminded that wearing of gloves is not a</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					substitute for good hand washing.	
Spread of Covid-19 Coronavirus amongst all office staff causing infection and isolation such that the Parish Council could not carry out its normal duties and functions.	Possible	Severe	High	Staff and families Parish Council	<ul style="list-style-type: none"> Office staff to come in on a rota system (in two bubbles) one to cover weekday mornings and one afternoon. Overlap with caretakers to be minimised. All procedures and protocols that had been in place previously, to be adhered to. Staff to be reminded of all procedures and protocols and how to stay safe, in particular – wash hands, cover face and make space. Caretakers to ensure thorough cleaning and sanitising of the office area, toilets etc. All safety tests and inspections to continue to be carried out as required. 	If changed , this will need to be reviewed.
Spread of Covid-19 Coronavirus: <ul style="list-style-type: none"> Due to any person who has visited / worked in an NHPC building becoming infected. 	Possible	Severe	High	List as above	Staff made aware of symptoms of Covid-19. Anyone becoming unwell with a new continuous cough or a high temperature in the workplace will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a anyone who has developed Covid-19 and were recently on any NHPC premises Clerk/Deputy Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Line managers will offer support to staff who are affected by Coronavirus or has a family member	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>affected.</p> <p>Additional information.</p> <p>https://www.publichealth.hscni.net/</p>	
Risk to mental health of all staff members during Pandemic	Possible	Severe	Medium	Staff	<p>The Clerk and Deputy Clerk will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Open door policy for those who need additional support.</p> <p>Additional information:</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p> <p>Regular contact to be maintained with all staff.</p> <p>Team meetings with office staff via Zoom (including those furloughed).</p>	
Spread of Covid-19 Coronavirus at Parish Council meetings	Possible	Severe	Medium	Councillors and staff	<ul style="list-style-type: none"> • Any staff/councillors with COVID symptoms told not to attend • Size of room used and room layout to take into account 2m distancing (minimum of 1m if this is not possible) • Room used to be well ventilated • Room and any equipment used to be thoroughly disinfected before and after the 	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>meeting</p> <ul style="list-style-type: none"> • Sanitizer to be used on entering and use of masks encouraged • Designated toilet to be used • No papers copies of agenda/reports or refreshments to be provided <p>Councillors to be provided with a list of guidelines they are asked to adhere to</p>	
Risk for Facilities Officer and other staff when visiting buildings	Possible	Severe	Medium	Facilities officer + office staff visiting buildings on odd occasion.	<p>As previously, risk minimised by instructing staff to:</p> <ul style="list-style-type: none"> • Carry identification / wear uniform, so that they can identify themselves to police if required to do so • Practise social distancing • Cut down on unnecessary travelling • Take care and be aware when entering leaving buildings • Use sanitising products and gloves provided • Wipe down all surfaces (including door handles, light switches, computers, desks and alarm panel) when entering and leaving office – specialist wipes provided • Adhere to Lone Working Policy for staff. <p>All lone workers are advised to lock doors as appropriate when working and to make sure that they have a working phone when on their own in buildings.</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					Line managers responsible for regularly reminding relevant staff of above procedures.	
Risks associated with working from home. Will continue while staff working in bubbles.	Possible	Moderate	Medium	Staff working from home	Staff sent advice and guidance from Assurity about working from home on 01.04.2020. Also advised by line managers to take regular breaks and ensure working conditions are as optimal as possible.	October 2020 Staff working from home asked to complete a Display Screen Equipment Workstation Checklist
Risk of catching /spread of Covid-19 Coronavirus due to poor ventilation	Possible	Severe	High	Staff and any visitors or contractors who visit the office/RMH	19.11.2020 All staff including caretakers sent latest Govt bulletin to remind them about the importance of ventilation ie ventilate all rooms before, after and during use (including corridors, toilets etc).	

GENERIC RISK ASSESSMENT FOR ALL HALLS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<p>Measures/protocols, specified above, still in place as is signage to promote COVID-19 awareness, good hygiene practices, social distancing and COVID-19 secure.</p> <p>Other measures:</p> <ol style="list-style-type: none"> 1. Protocol set up should anyone on premises is taken ill during a hire. 2. Calculate recommended number of people that can be safely accommodated in each hall/room Revised after 23rd August 2021. 3. Keep one way system and separate entry/exit points if possible/ 4. Ventilate all rooms well before, after and during hires (including corridors, toilets etc). 5. Prop open all doors where it is possible to do so (not internal fire doors) to minimise touch points. 6. All rooms not in use are to be kept locked. 7. Kitchens to be kept locked. Restricted use only 	<p>19.11.2020 All staff including caretakers sent latest Govt bulletin to remind them about the importance of ventilation</p>
					<p>Additional/Revised measures relating to Hires/Hirers to be implemented:</p> <ol style="list-style-type: none"> 1. Hirers will be asked to provide a Risk 	Review and update as appropriate

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>Assessment for their activity.</p> <ol style="list-style-type: none"> 2. Hirers are encouraged to follow the guidance issued by their Governing Body (if appropriate) and their insurer in order to mitigate risk. 3. Hirers are asked to encourage egroup members to wear a face covering when entering any NHPC building and, unless covered under a 'reasonable excuse' to keep one on at all times. 4. Hirers will be recommended to use large halls where possible. Carpeted rooms will not be hired for any keep fit /exercise type classes. 5. Hire times to be staggered to minimise pinch points. Attendees not to linger after a session. 6. If a hirer has more than one session in a hire period, longer is to be left between sessions to avoid attendees meeting when sessions change over. 7. Longer time is to be left between hires for cleaning purposes. 8. Hirers will be encouraged to use a booking system for attendees to avoid excessive numbers turning up. 9. Hirer is to be responsible for social distancing of their members and put down temporary floor markers if appropriate. 10. Hirer is to control numbers (one at a time) 	<p>according to Government guidelines.</p>

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>using any toilet at a time. Some hirers may be allocated specific toilets to use</p> <p>11. No parents or chaperones will be allowed to wait inside the building. They may be able to spectate, but this is at the discretion of the hirer.</p> <p>12. Hirers will be asked to minimise use of tables and chairs. This must be organised with the caretaker.</p> <p>13. Hirers will be asked to encourage members to use the NHS track and trace system or to sign in manually.</p> <p>14. If Hirers store their equipment at a hall, they are responsible for cleaning it before putting it away and must provide their own equipment to do so.</p> <p>15. Hirers will be asked to sign temporary Terms and Conditions relating to COVID-19 control measures.</p>	

Additional measures relating to cleaning/sanitising:

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<ol style="list-style-type: none"> 1. Situation to be discussed with any caretaking staff in the vulnerable /over 70 categories to see if risks to them can be mitigated sufficiently for them to work. 2. Caretakers to be provided with appropriate PPE and cleaning instructions and materials 3. Hand sanitiser to be provided at the entrance of every hall. Caretakers to check regularly they are topped up. 4. All touch points will be cleaned after every hire, this will include door handles, light switches, window catches and all other frequently touched surfaces. 5. Floors will be washed once a day (not after each hire) as advised by the HSE. 6. Hirers who have several sessions in a hire period will be responsible for cleaning and sanitising in between each session. Bins will be provided in each room and emptied regularly. They will be asked to leave longer between sessions to do this and avoid people meeting during handover period. 7. If tables and chairs are required, the caretaker is to get them out, hirer to clean if they wish and then leave out for caretaker to clean and put away. Chairs used are to be rotated. Anyone moving tables or chairs should wear plastic gloves. 	Review and update as appropriate

					8. If someone falls ill while at premises a deep cleaning regime will be initiated.	
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Specific Measures relating to Holbrook Tythe Barn						
Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<ol style="list-style-type: none"> 1. Additional sanitiser dispensers to be provided adjacent to both sets of toilets. 2. Long gap (45 mins minimum) to be left between hires for cleaning. This means that hirers can use main entrance for entry and exit. Encourage not to linger in foyer. 3. Caretaker to open patio doors and windows at least 15 mins before a hire. Leave open for at least 15 mins after hire. Also, toilet windows. 4. If required, ensure the Disabled/Baby Changing toilet on Wallace side is accessible but put barrier across to block off corridor after that so that there is no access to other toilets. 	Review and update as appropriate.

Specific Measures relating to North Heath Hall for Hirers other than Nurseries

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	Hirers, staff, contractors and anyone visiting the halls.	<ol style="list-style-type: none"> 1. When the upstairs nursery is in session, hirers of room 1 are to use the doors by the stage, leading to the car park, for entry and exit. 2. Hirers other than the nursery must only use the toilets on the left as you enter the main entrance. The toilets will be marked with instructions as to who can use them. 3. Sanitiser dispensers will be provided adjacent to each set of toilets. 4. Caretaker will open windows and entry/exit door by stage before a hire and leave open for at least 15 mins after hire. Also, extractor fan in toilets are to be turned on. 5. When the upstairs nursery is not in rooms 3,9,4 and the kitchen are to be made inaccessible/kept locked if possible. 	Review and update as appropriate

Specific Measures relating to Roffey Millennium Hall

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>Risk of catching /spread of Covid-19 Coronavirus when venues re-open due to someone visiting the premises who has the virus and transmitting it.</p> <p>This risk assessment assumes that the virus could be in the air and on surfaces. It assesses the risk and recommends ways in which they can be mitigated.</p>	Possible	Severe	Medium	<p>Hirers, staff, contractors and anyone visiting the halls.</p>	<ol style="list-style-type: none"> 1. The front door is only to be unlocked when hirers are due to come in. Members of the public will not be allowed in. 2. Sign by front door saying no entry other than for hirers. Use intercom if need to speak to someone. 3. While hirers are in the building the doors to the Reception and Deputy Clerk's office are to remain closed. Both doors to have a No Entry notice – in addition, notice on Reception door to say to knock if assistance required. 4. There will be a temporary barrier to restrict access to upstairs. 5. The lift will be turned off. If required, it will be operated by office staff. 6. Hirers using North Hall must enter and exit using the Fire Escape Door in the hall. 7. Hirers using South Hall must enter and exit using the Fire Escape Door in the hall and the back gate into the car park. 8. Hirers using Bramber must exit using the Fire Escape Door in the hallway and the back gate into the car park. 9.. If only one hirer in the building they will be instructed to use only the downstairs disabled toilet. If there is more than one group hiring a 	<p>Review and update as appropriate</p>

					<p>separate toilet(s) will be allocated.</p> <p>10..Sanitiser dispensers will be provided adjacent to each set of toilets.</p> <p>11..There will be restricted use of the kitchens. Only staff allowed in North kitchen.</p> <p>12. The Caretaker will open windows and entry/exit door before a hire and leave open for at least 15 mins after hire. Also, extractor fans in toilets are to be turned on.</p>	
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HEALTH AND SAFETY RISK ASSESSMENT, COVID -19

MULTI COURTS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus between players and officials	Possible	Severe	High	Staff, users	<p>Risks minimised by the following:</p> <p>Following discussion with Came and Company, the Council was advised to set a maximum number of people that could use the courts. Sports England recommended 10 people, SSP confirm the capacity is 10, SAPCA suggest 6 people. As the courts are 35m x 18 m it was agreed to allow 10 people to enable 5 a side football. This was also in line with Southwater Parish Council who allow 10 on their free courts.</p> <p>An addendum to the normal terms and conditions of hire advised hirers that they should follow government guidelines and the guidance issued by their sport's governing body in order to keep safe They must provide a risk assessment for their activity and sign and agree to COVID terms and conditions.</p> <p>The use of signage supports following government guidance.</p> <p>Courts cleaned once a day by caretaker who has been issued with protocol for opening/closing including, wearing of gloves, using wipes to clean</p>	Keep under review

					<p>down padlocks, gates, handles, and goal structures before opening and closing.</p> <p>Courts to be visually checked at least once a week by the Facilities Officer and the results recorded.</p>	
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HEALTH AND SAFETY RISK ASSESSMENT, COVID-19
PLAY AREAS - SEE ALSO GENERIC RISK ASSESSMENT JULY 2020

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<ul style="list-style-type: none"> Grass cutting strimming etc 	Possible	Severe	High	Contractors	<p>Not an essential service but as contractors happy to continue and risk is very low, service is being carried out as normal, but will be kept under review.</p> <p>They will practice social distancing and use PPE as appropriate.</p>	
Emptying of litter bins and litter collection (risk to health and safety if overflowing)	Possible	Severe	Medium	Staff	Any staff emptying bins will be instructed to use correct PPE and are wipe all surfaces before touching down before touching.	
Unlawful entry and risk of criminal damage or theft with the potential to cause harm.	Possible	Severe	High	NHPC	A risk that unlawful entry and risk of criminal damage or theft with the potential to cause harm but this will have to be tolerated.	
Contamination of surfaces with Coronavirus. Risk of Contracting the virus,	Possible	Severe	Medium	Children, adults, staff	A RoSPA inspection of all four play areas was carried out in July 2021. No high risks were identified. Medium risks (and most low risks) will be attended to as soon as it is possible to do so.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
<p>causing illness or death (Based on HDC Risk Assessment and Guidance)</p>					<p>Twice weekly safety inspections will be carried out by the Facilities Officer who has attended a RoSPA Play Area Inspection Training course on Routine Visual Inspections. This is done using template forms as designed by RoSPA specific to each play area. The results will be kept on file and any remedial action required followed up. If necessary, the relevant pieces of equipment will be taken out of service.</p> <p>All equipment is to be cleaned before school holidays.</p> <p>Pieces of equipment that were previously considered to be too close so removed, have been re-instated.</p> <p>Signage as recommended by HDC stating - 2m social distance rule, anyone with symptoms does not enter, only one adult should accompany their children, limit capacity of multi-play equipment, promote good hand sanitation, no eating in the play area put at the entry /exit of each play</p> <p>Litter Wardens to cover each play area at least twice a week. They will also conduct a visual safety inspection of the areas.</p> <p>Staff briefed about the use of gloves and importance of good hand sanitation following</p>	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					play area inspections. All necessary PPE to be supplied. Advised to work early in the morning when fewer people around and not to go into crowded busy areas.	

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19

OPEN SPACES

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus when: <ul style="list-style-type: none"> Maintaining Open Spaces, including grass cutting 	Low	High	Low	Contractors and members of the public using area.	Not an essential service but necessary to keep areas well maintained and clean for health and wellbeing of community to use for daily exercise. Contractors have been contacted and see minimal risk so are happy to continue providing service as normal. They will practice social distancing and use PPE as appropriate. The situation will be kept under review.	
<ul style="list-style-type: none"> Volunteers working at Earles Meadow 	Low	High	Low	Members of the EMCG and EMRA (Volunteers)	Email sent to EMCG Leader on 26 th March 2020 with request from NHPC that all group work be stopped for the time being. Any individuals collecting litter do so at their own risk and should dispose of it themselves. Also asked to report any large gatherings to the police. An email was also sent to the Leader of the EMRA (who carry out work on land adjacent to Earles Meadow play area) on 27 th March 2020 with the same requests.	

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
					<p>A further email was sent on 6th July as follows: On Friday, HDC's Parks and Countryside Department put out a bulletin about several aspects of their work and I note that it said the following:</p> <p><i>Events and volunteer groups - All events and gatherings, including volunteer activities have been postponed until further notice and this will be further reviewed in due course</i></p> <p>We are following HDC's lead on several things, so until we hear otherwise please continue to work individually at Earles Meadow. I know that 2 or 3 of you may be working at the same time, but from what I understand you are some distance apart and not working as a group.</p> <p>I will let you know if I hear anything further as I know you are anxious to resume group activities.</p>	

HEALTH AND SAFETY RISK ASSESSMENT, COVID-19

ALLOTMENTS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in place to minimise and treat risk	Further Actions
Spread of Covid-19 Coronavirus when visiting allotments.	Possible	Severe	Medium	Allotment hirers, staff	<p>Following guidance from NALC and the National Allotment Association, notices were put up at the allotment advising on safe use of allotments at this time.</p> <p>The Facilities Officer carries out a visual check every week to check that the notices are still in place and the guidelines are being observed.</p> <p>Full allotment inspections by Committee Clerk take place every other month.. Social distancing to be observed and use of PPE as appropriate.</p> <p>Additional Information: https://www.nsalq.org.uk/news/covid19-information/</p>	

HEALTH AND SAFETY RISK ASSESSMENT

LITTER PICKING AROUND STREETS

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in Place to minimise and treat risk	Further Actions
Spread of /catching Covid-19 Coronavirus when litter picking.	Possible	Severe	Medium	Staff	<p>Any staff emptying bins will be instructed to use correct PPE and are wipe all surfaces before touching down before touching.</p> <p>See instructions given below:</p> <p><i>We would advise that you go out early in the morning (in daylight hours) when there are fewer people around.</i></p> <p><i>New litter pickers (labelled, one each) will be provided as will heavy weight and plastic gloves, cleaning wipes and hand sanitiser. Masks are available should you wish to use them. They must be worn when in the building.</i></p> <p><i>Please observe 2m social distancing at all times. If a play area is busy and you cannot do this, please do not go in.</i></p> <p><i>Wipes will be provided, so any surfaces such as bins, gate or door handles that are touched must be wiped down before</i></p>	

					<i>and after use.</i>	
					<i>Remember to wash your hands thoroughly at the end of your shift.</i>	

HEALTH AND SAFETY RISK ASSESSMENT

NORTH HORSHAM FRIENDSHIP CLUB

Hazard	Likelihood	Impact	Overall Risk	People at Risk	Controls put in Place to minimise and treat risk	Further Actions
At higher risk of COVID as a vulnerable group.	Possible	Severe	Medium	Members of the Friendship Club	Risk of COVID negated as closed down at start of Pandemic	
To prevent isolation and loneliness due to pandemic/lockdown.	Possible	Severe	Medium	Members of the Friendship Club	<p>Regular contact maintained with members by sending cards, quizzes and offering friendly chats to those that would like.</p> <p>Work mobile numbers and office emails given out.</p> <p>Listing to be sent of help available locally and in the community.</p> <p>Regular communications sent (eg quizzes) and a card and small present were delivered to everyone before Christmas.</p>	
RE-OPENING Risk of catching COVID higher as vulnerable group					Pilot to be run in September 2021 with appropriate protocols in place.	To be updated prior to re-opening