



Bradwell Parish Council

Covid-19 Risk Assessment

This Risk Assessment has been conducted in accordance with the applicable legislation, regulations and guidance set out by the Government and is applicable to Leo Coles Pavilion, Green Lane Playing Field and Gypsies Green. The content has been structured as follows;

1. Office Management	Page 2-7
2. Vulnerable Groups (those with underlying health conditions, elderly, pregnant women)	Page 8-10
3. Playing Field & Gypsies Green	Page 10-12
4. General Hygiene	Page 13-16
5. Personnel Hygiene	Page 16-18
6. Personal Protective Equipment	Page 18-19
7. Accidents, security and other incidents	Page 19-20
8. Communication	Page 21
9. Waste Management	Page 21-22
10. Training	Page 22-23
11. General Welfare	Page 23-25

Note: This risk assessment recognises the Governments decision to remove the majority of covid-19 restrictions as of the 19th July 2021 and the Council's decision to continue to practice caution in line with government guidance. The use of other facilities for the purposes of Council meetings will be assessed and where necessary supplemented to address their specific use by the Council.

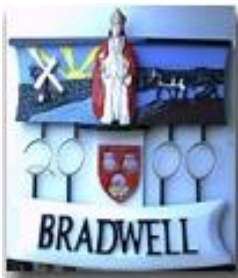
Risk Assessment Conducted by: Robert Carrier Signed: ...(signed copy held on file)..... Date of Assessment; 03/08/2021



Bradwell Parish Council

Covid-19 Risk Assessment

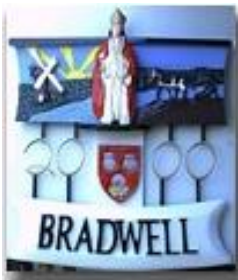
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)	1. Office Management <ul style="list-style-type: none"> Continue to minimise all visitors to the office through the use of phone / virtual meetings wherever practical. Minimise unscheduled face to face meetings and set appointments where practical. Restrict number of people in the main meeting room at any one time to enable 1+m social 	Recommend maximum of four people at any one time.	Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

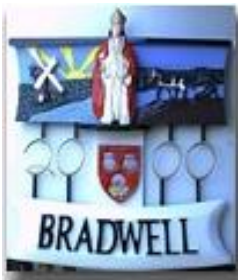
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		distancing. Recommend face masks to be worn by all parties and provision of hand sanitiser. <ul style="list-style-type: none"> • Occupancy of Clerks office should be limited to enable 1+m social distancing. Recommend face masks to be worn and provision of hand sanitiser. • When Assistant Clerk is in office the meeting room to be made available for their use, any through 	Recommend 2 people only, at Clerk discretion.	Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

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		<p>traffic to maintain 1+m social distancing and recommend wearing of a face mask.</p> <ul style="list-style-type: none"> Continue the NHS QR Code system and maintain a temporary record of visitor's attendance i.e. day/time and contact details on a daily basis for 21 days. If virtual meetings are held within the council office, hybrid attendees shall be limited to 	<p>To assist with Government Test and Trace service.</p> <p>Recommend maximum of four people at any one time.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p>	<p>Immediate</p> <p>Immediate</p>	<p>✓</p> <p>✓</p>



Bradwell Parish Council

Covid-19 Risk Assessment

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		<p>enable 1+ m social distancing to be maintained.</p> <ul style="list-style-type: none"> • Maintain distribution of council documents to be via electronic means where practical. • Maintain fresh air ventilation via open windows and doors where practical . • Use of toilet and wash basins facilities to be restricted to 1+m Social distancing. (see general hygiene section 		<p>Parish Clerk</p> <p>Parish Clerk</p> <p>Parish Clerk</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	<p>✓</p> <p>✓</p> <p>✓</p>



Bradwell Parish Council

Covid-19 Risk Assessment

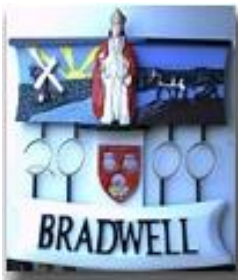
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>for additional controls)</p> <ul style="list-style-type: none"> All Contractors and deliveries to be requested to make a specific appointment where practical, those contracted to undertake work within the parish office shall be instructed on the Covid-19 precautions prior to arrival where practical and prior to commencing work. All staff should minimise 		Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

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		<p>unnecessary contact with delivery personnel and maintain 1+m social distancing at all times where practical.</p> <ul style="list-style-type: none"> • Note; It is against the law to prevent safe access to welfare facilities for delivery drivers, cleaning should be undertaken in accordance with the general hygiene section. 				



Bradwell Parish Council

Covid-19 Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission / spread of Covid-19 Coronavirus	Vulnerable Groups.	2. Vulnerable Groups (those with underlying health conditions, elderly, pregnant women) Note: Current Government guidance for Vulnerable groups recommend they continue to practice caution in order to reduce the risk of catching Covid-19 therefore . <ul style="list-style-type: none"> In the event anyone advising they are in this group or is believed to be in this group who 		Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

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		<p>contacts the Parish Council office they should be offered support by phone or virtual meeting wherever practical.</p> <ul style="list-style-type: none"> In the event the Parish Office receives an unscheduled visit from someone known to be within this group, the visit should be dealt where practical outside in the fresh air whilst maintaining 		Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

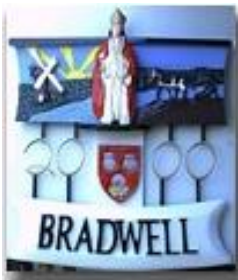
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		1+m social distancing. <ul style="list-style-type: none"> If the reason for the visit, scheduled or not, cannot be addressed outside the visitor should be offered a face mask before entry. (provided by the clerk). 	An adequate stock of one time use face masks to be held within the office	Parish Clerk	Immediate	✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders.	3. Playing Field & Gypsies Green <ul style="list-style-type: none"> For Staff undertaking activities on the playing field and Gypsies Green it is 		Care Taker	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

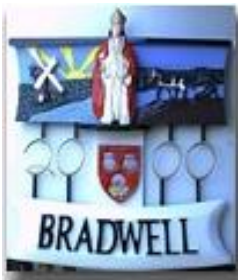
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Football Teams and Staff. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section	recommended that they maintain 1+ m social where ever practical. <ul style="list-style-type: none"> Loose litter collection should be undertaken with care wearing thick gloves and using a litter picker and a strong black bag. Litter bins should be cleared on a regular basis to minimise the potential for overspill, the black bag liner should be sealed and disposed of 		Care Taker	Immediate	✓
				Care Taker	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

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		<p>through general waste.</p> <ul style="list-style-type: none"> All activities that involve the use of electrical and rotary equipment should be undertaken in accordance with the appropriate risk assessment. Any activity generating green waste should be disposed of through the normal waste streams. 		Care Taker	Immediate	✓
				Care Taker	Immediate	✓



Bradwell Parish Council


Covid-19 Risk Assessment

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Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Football Teams and Staff. Delivery Personnel. Vulnerable Groups. (See specific section	4. General Hygiene; It is recommended that the following hygiene practices are continued. <ul style="list-style-type: none"> • Shared workstations, cleaning should take place prior to individual use and after use. • Cleaning and sanitising of all surfaces and objects that are touched regularly, in particularly areas of high use such as door handles (internal and external) light 	Daily checks to be undertaken to ensure cleaning schedule is followed.	Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

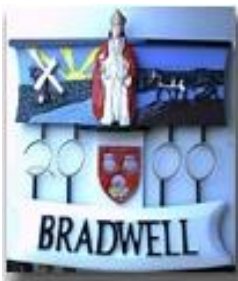
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>switches, desks, phones, printers, alarm system panel, wash basins, toilets etc. should be undertaken in a daily basis using an appropriate antibacterial spray or surface cleaner and method and appropriate PPE.</p> <p>Football Matches</p> <ul style="list-style-type: none"> • Prior to matches all showers shall be run for 2 minutes at maximum temperature or at least once per 		Care Taker	Immediate	



Bradwell Parish Council

Covid-19 Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>week during the season.</p> <ul style="list-style-type: none"> • Cleaning and sanitising of the Football Changing Rooms, Toilets and Showers shall be undertaken at the earliest opportunity after the match, all surfaces shall be sanitised using the appropriate products. • A waste collection bins with a disposable plastic liners shall be provided within the building for 		Care Taker	Immediate	✓
				Care Taker	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

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		<p>the specific collection of used one time use face masks and gloves. Bags should be sealed and disposed of as general rubbish. PPE should not be disposed of in recycling bins.</p>				
<p>Transmission / spread of Covid-19 Coronavirus</p>	<p>Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. Football Teams and Staff. General Public.</p>	<p>5. Personnel Hygiene;</p> <ul style="list-style-type: none"> The provision of hand washing facilities with soap and water shall be maintained within the council building. 	<p>Guidance on a regular to hand washing for 20 seconds with soap and water and the importance of proper drying and correct disposal of paper towels to be posted in toilets and wash room.</p>	<p>Parish Clerk</p>	<p>Immediate</p>	<p>✓</p>



Bradwell Parish Council

Covid-19 Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)	<ul style="list-style-type: none"> • Signage providing guidance on hand wash shall be posted within the wash rooms. • The provision of disposable paper towels for hand drying shall be available at all times. • The provision of a designated bin with liner for the disposal of used paper wash towels shall be made available. The disposal of used paper wash towels shall be via general 	Hand wash paper towel bin to be emptied on a regular basis.	Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

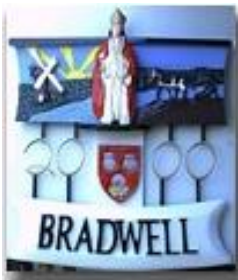
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>waste and not recycled.</p> <ul style="list-style-type: none"> • Staff shall be encouraged to protect skin by applying emollient cream regularly. • Provision of hand sanitiser shall be available within the office entrance for use by all staff and visiting personnel as appropriate. 		<p>Parish Clerk</p> <p>Parish Clerk</p>	<p>Immediate</p> <p>Immediate</p>	<p>✓</p> <p>✓</p>
Transmission / spread of Covid-19 Coronavirus	<p>Parish Council Staff.</p> <p>Parish Councillors.</p>	<p>6. Personal Protective Equipment</p> <ul style="list-style-type: none"> • A stock of one time use face 		<p>Parish Clerk</p>	<p>Immediate</p>	<p>✓</p>



Bradwell Parish Council

Covid-19 Risk Assessment

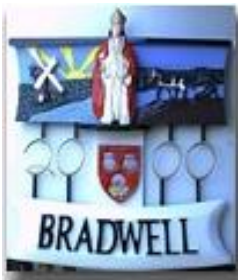
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)	masks shall be maintained within the office for use by staff and any personnel visiting the office. • Stocks of relevant PPE for the purposes of general cleaning in addition to that defined by specific activity risk assessments shall adequately maintained		Parish Clerk	Immediate	✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors.	7. Accidents, security and other incidents		Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

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	<p>Allotment Representatives and Holders. Football Teams and Staff. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)</p>	<p>(In an emergency, for example, an accident, provision of first aid, fire or break in. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <ul style="list-style-type: none"> • Ensure first aid provision and arrangements are compliant with existing procedures. 		Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)	8. Communication <ul style="list-style-type: none"> • Ensure guidance information on Covid-19 precautions for those visiting the office to be clearly displayed in a position and manner that is easily readable prior to entry. • Hand wash guidance to be displayed within the wash room. 		Parish Clerk	Immediate	✓
				Parish Clerk	Immediate	✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public. Contractors.	9. Waste Management <ul style="list-style-type: none"> • No waste thought to be potential Covid-19 contaminated is to be disposed of 		Care Taker	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

	Delivery Personnel. Vulnerable Groups. (See specific section)	<p>through recycling waste stream.</p> <ul style="list-style-type: none"> All PPE waste shall be black bagged sealed and disposed of through the general waste stream. Cleaning materials used to sanitise surfaces and objects to be black bagged and sealed and disposed of via the general waste stream. 		Care Taker	Immediate	✓
				Care Taker	Immediate	✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors. Allotment Representatives and Holders. General Public.	<p>10. Training</p> <ul style="list-style-type: none"> All staff and councillors are to be instructed in the requirements of this risk assessment and 		Parish Clerk	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

	Contractors. Delivery Personnel. Vulnerable Groups. (See specific section)	<p>their understanding verified.</p> <ul style="list-style-type: none"> Compliance with these requirements is to be monitored and any deviation corrected. 		Parish Clerk	Immediate	✓
Transmission / spread of Covid-19 Coronavirus	Parish Council Staff. Parish Councillors.	<p>11. General Welfare</p> <ul style="list-style-type: none"> Staff personal security measures should be taken to prevent unauthorised access the office by locking the main building door and employing the doorbell as a means of visitor notification when required. 		Parish Clerk.	Immediate	✓



Bradwell Parish Council

Covid-19 Risk Assessment

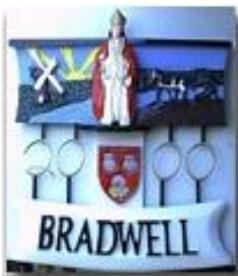
		<ul style="list-style-type: none"> • The welfare of all staff and Councillors is of paramount importance to the Parish Council, Covid-19 has introduced restrictions that could affect their general health and welfare. The ongoing welfare of staff and Councillors shall be a consideration throughout the Parish Councils general business activities. • Office Security during Football Match's shall be employed by locking internal 		<p>Parish Council Chairman and Parish Clerk.</p> <p>Care Taker</p>	<p>Immediate</p> <p>Immediate</p>	<p>✓</p> <p>✓</p>
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Bradwell Parish Council

Covid-19 Risk Assessment

		<p>and external doors to the main meeting room and offices.</p> <ul style="list-style-type: none"> • Building security during football matches shall be arranged with home and visiting team staff by the Care Taker. • In the event the Parish Council experience an outbreak of Covid-19 involving more than one member of staff or councillors the PHE East of England protection Team should be notified. 	<p>PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY <u>0300 303 8537 option 1</u></p>	<p>Care Taker</p> <p>Parish Clerk</p>	<p>Immediate</p> <p>Immediate</p>	<p>✓</p> <p>✓</p>
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Bradwell Parish Council

Covid-19 Risk Assessment

Revision Record Section		
Section	Change / Reason	Date of change
8. Communication	Communication of Covid-19 guidance to allotments holders to be posted on gates to allotments instead of by letter to home addresses, Reason; not all addresses held on file.	01/09/2020
1. Office Management	Addition of: Register and Implement the NHS QR Code system, in the control risk column	18/10/2020
1. Office Management	Amendment made In the control risk column; attendees shall be limited to two additional persons in the council office, 2m distancing and situated back to back where practical	18/10/2020
10. Training	Amendment to include; councillors to be instructed in the requirements of this risk assessment	18/10/2020
1. Office Management	Amendment to dedicate the meeting room to the assistant clerk when in the office and the control of through traffic. In addition the meeting of visitors during this time to be greeted at footballer's entrance and discussions held in Home Team Changing room.	29/10/2020
General	Review against government road map, step 1 29 th March 2021	No Change
General	Review against government road map steps 17 th May & 21 st June, Page 1, use of other facilities for Council face to face meetings.	23/06/2021



Bradwell Parish Council

Covid-19 Risk Assessment

General	Review and amendment to the whole document to align with the government's decision to remove the majority of covid-19 restrictions on the 19 th July 2021 and the majority decision by the Parish Council and its staff published on the 22/07/2021 to maintain covid-19 Immediate precautions.	03/08/2021
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