

LUXULYAN PARISH COUNCIL

COVID-19 RISK MANAGEMENT FOR EACH ASSET OF THE COUNCIL

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/ Control of Risk	Risk Level after management H/M/L	Action Required
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GENERAL RISK ASSESSMENT (taken from 'LPC Risk Assessment' July 2020)

Luxulyan Memorial Institute & Solar Panels Shed (old bus shelter) Public Conveniences & Solar Panels Playing Field Play Equipment Cemetery & Cemetery Car Park Village, Lockengate & Conce Bus Shelters Rubbish Bins Signs & Notices Grit Bins 6 Milestones Luxullianite carved village marker Office Equipment Footpaths	Protection of physical assets.	Low	High	Clerk responds promptly to reports of problems. Buildings & property insured. Institute Committee cares for the building. Weekly and annual inspections of Play equipment. All of the Saints' Way, Gates and Stiles on Footpaths are maintained by Cornwall Council. Cormac cleaners briefed to report faults in toilets.	Low	Insurance Policy renewed annually.
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COVID-19 RISK FOR THESE ASSETS

This Covid-19 Risk Assessment will have Quarterly REVIEWS in March, June, September, and December						
Cemetery	Risk to public of contact with Covid-19 virus on gates, surfaces, other users. Easy to social distance.	Medium	High	Sanitiser at gate.	Low	Sign on gate. Fix gate in open position. Information on signs also on Facebook and Website.
						COVID-19 This facility is not sanitised. Use at your own risk. — Follow current government guidelines on Covid-19 Precautions — Avoid touching your face & eyes. Do Not Enter if you have: - a high temperature and/or • loss of smell and/or • a new persistent cough.
	Bench recently purchased for Cemetery	Medium	High	Do not install bench right now.	N/A	
	Risk to contractors of contact with Covid-19 virus on gates, surfaces, other users	Low	High	Request their Risk Assessment before they undertake work at the Facility.	Low	
	Risk to attendees at funerals	High	High	Request their Risk Assessment before they hold a funeral.	Low	
Public Toilets, Ladies & Gents	Risk to public, staff and contractors of contact with Covid-19 virus on doors, surfaces, other users	High	High	In order for the risk to become low, the toilets would need to be cleaned at least once a day, or minimum six days a week. This has been assessed and found very expensive for the entire toilet block.	High	Ladies and Gents Toilets will remain closed during times of Covid-19 risk.

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Public Toilets, Disabled Toilet	Risk to public, staff and contractors of contact with Covid-19 virus on doors, surfaces, other users	High	High	Maintain a cleaning schedule of 6 days a week with cleaning contractor. Contractor has procedures in place to protect its staff. Contractor supplies for its staff: PPE, cleaning tools and consumables. LPC to provide hand sanitiser near the door.	Low	Only the disabled toilet will be opened after a deep clean takes place. LPC will provide signage.
		SIGNAGE FOR OPEN TOILET:	For door of Ladies and Gents. The DISABLED TOILET is open. Keep 2 metres apart at all times. Luxulyan Parish Council / If problems arise at this facility contact the Clerk: clerk@luxulyanpc.co.uk	For door of Disabled Toilet: OPEN. If occupied, please wait 2m away from the door. Keep 2 metres apart at all times. The toilet is sanitised once a day, six days a week. — Use the hand sanitiser provided — Follow current government guidelines for Covid-19 precautions — Avoid touching your face & eyes — Do Not Enter if you are self-isolating, have a high temperature, a persistent cough or other Covid-19 symptoms. Luxulyan Parish Council / If problems arise at this facility contact the Clerk: clerk@luxulyanpc.co.uk	Also see separate RA for the Disabled Toilet.	
Physical Meetings	Risk to councillors, employee, and members of the public of contact with Covid-19 virus on surfaces and from others	High	High	SOCIAL DISTANCE. The Institute does not have enough space to socially distance for 10 members, 1 employee, and members of the public. The large room of the Village Hall is acoustically challenging. If voices are raised to hear, distance between people must be increased. Not tenable. CLEANING. Cleaning the Institute or VH would be possible before and after each meeting, incurring cost to council. HYGIENE. Handsanitiser could be provided and face masks worn. Online meetings will be held until safety of members, staff and public can be assured.	High	Physical Meetings cancelled.
Online Meetings	Difficulty with the technology for councillors and members of the public.	Medium	Medium	Clerk, colleagues and friends can help those with technical problems. Various online programmes/systems can be used.	Low	Hold Online Meetings.
Site meetings	Risk to councillors, employee, and members of the public of contact with Covid-19 virus on surfaces and from others	High	High	SOCIAL DISTANCE. This can be controlled if the meeting is held outside. CLEANING. Is not necessary. HYGIENE. Handsanitiser should be brought by each person attending and face masks worn.	Low	Hold Meeting as needed if they are outside and space is available for social distance.
Audit Panel meetings	Risk to councillors and clerk of contact with Covid-19 virus on surfaces and from others	High	High	Meetings can be held online	Low	Hold Online Meetings.
Internal Control Check	Risk to councillors and clerk of contact with Covid-19 virus on surfaces and from others	High	High	SOCIAL DISTANCE. The Institute has enough space. CLEANING. Handling of the paperwork could cause contamination with Covid. HYGIENE. Handsanitiser could be provided and face masks worn.	High	Suspend checks for the time being. This Check can be done when Covid is no longer a risk.

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Bus shelters – village – Lockengate – Bridges – Conce Moor	Risk to public of contact with Covid-19 virus on surfaces, other users. Many potential users for the village and Bridges. Few potential users for Lockengate and Conce Moor.	Medium	High	Adequate Signage. Information on signs also on Facebook and Website.	Medium	Put up sign.
			Signage:	COVID-19 This facility is not sanitised. Use at your own risk. — Follow current government guidelines on Covid-19 Precautions — Avoid touching your face & eyes. Do Not Enter if you have:- • a high temperature and/or • loss of smell and/or • a new persistent cough.		
Benches	Benches recently purchased for Institute & Atwell triangle	Medium	High	Do not install bench right now.	N/A	
PLAYING FIELD — Children's Play Area with play equipment and Benches	Risk to public of contact with Covid-19 virus on gates, surfaces, other users	High	High	Sanitiser at gates. Adequate Signage on gate. Information on signs also on Facebook and Website.	Medium	Sign on each gate with hand sanitiser. Sign on each bench.
			Signage:	COVID-19 This facility is not sanitised. Use at your own risk. — Follow current government guidelines on Covid-19 Precautions — Avoid touching your face & eyes. Do Not Enter if you have:- • a high temperature and/or • loss of smell and/or • a new persistent cough.		
PLAYING FIELD — Picnic Tables	Risk to public of contact with Covid-19 virus on gates, surfaces, other users	Medium	High	Ensure benches are correct social distance.	Medium	Sign on each table.
			Signage:	COVID-19 This facility is not sanitised. Use at your own risk. — Follow current government guidelines on Covid-19 Precautions — Avoid touching your face & eyes. Do Not Enter if you have:- • a high temperature and/or • loss of smell and/or • a new persistent cough.		
PLAYING FIELD	Risk to public of contact with Covid-19 virus on gates, surfaces, other users	Medium	High	Sanitiser at gates. Adequate Signage on gate. Information on signs also on Facebook and Website.	Medium	Sign on each gate with hand sanitiser.
			Signage:	COVID-19 This facility is not sanitised. Use at your own risk. — Follow current government guidelines on Covid-19 Precautions — Avoid touching your face & eyes. Do Not Enter if you have:- • a high temperature and/or • loss of smell and/or • a new persistent cough.		

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Defibrillators No1 – Lux. Memorial Institute No2 – Gunwen Chapel		Low	High	A situation needing a defibrillator takes priority over Covid concerns. There is little chance of contagion from the device because there is no need to touch the device until it is needed in an emergency.	Low	None.
Footpaths		Low	High	Signage untenable, no relevance for Covid.	Low	None.
Grit Bins	Outside in elements	Low	High	Not a parish council activity.	Low	None.
Luxulyan Memorial Institute	The Institute is run by a committee of trustees who have done their own risk assessment.			Copy of Nick's assessment to be held by Clerk..		
Notice Boards		Low	High	Observe hand washing protocols before and after use.	Low	Observe hand washing protocols before and after use.
Shed (old bus shelter next to the Public Toilets)		Low	High	Observe hand washing protocols before and after use.	Low	Observe hand washing protocols before and after use.
Verges		Low	High	Signage untenable, no relevance for Covid.	Low	None.

DATE: 10 SEPTEMBER 2020

MINUTE: 20/84.C.iii

SIGNED: _____

Cllr K Bilston, Acting-chair